

First Aid Policy

Introduction

Employ My Ability (EMA) places great importance on Health and Safety matters and undertakes to conduct its business in such a way as to ensure the health, safety and welfare of all its employees, visitors and general public in accordance with the Health and Safety at Work Act 1974.

This policy describes the arrangements EMA has put in place to give immediate help to those who may, for any reason, fall ill or be injured at work. It covers the assessment of first aid needs, provision of first aid personnel and equipment, and training.

Assessment of First Aid Needs

The law requires employers to make adequate and appropriate first aid provision. In low risk environments, such as an office employing small numbers of people, there is unlikely to be a need for more than the minimum provision.

The minimum provision is:

- A suitably stocked and identified first aid box (marked with a white cross on a green background).
- An Appointed Person to take charge of first aid arrangements.
- Information for employees on first aid arrangements.
- A telephone for making 999 calls.

First Aid Materials and Equipment

First aid box content

Sufficient quantities of each item should always be available in every first aid box or container. For low hazard areas, the suggested minimum stock of first aid items is:

- One guidance leaflet (See HSE Basic advice on first aid at work).
- Individually wrapped sterile adhesive dressing (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium sized individually wrapped sterile un-medicated wound dressings (approx 12cm x 12cm).
- Two large sterile individually wrapped un-medicated wound dressings (approx 18cm x 18cm).
- One pair of disposable non-latex gloves.

In addition, the following items are recommended - HF antidote gel, scissors, adhesive tape; individually wrapped moist wipes, these items may be kept in the first aid box, or located nearby.

Also, if mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided (sufficient containers to provide several minutes irrigation are necessary). The containers should not be used after the expiry date.

Only items useful for first aid should be kept in the first aid box it should not be used for storing tablets or medicines.

A person, normally a First Aider or Appointed Person, should be nominated to regularly check and maintain the first aid container. Individuals should inform this person, if any items are taken from the container. EMA's first aid boxes and eye wash boxes are checked weekly and replenished weekly – these checks are stored in the Health and Safety checks file.

Tablets and medicines

Administering tablets and medicines is outside the scope of first aid, except where First Aider has been taught to administer aspirin in treating suspected heart attacks.

Where individuals use prescription medicines (e.g. tablets or inhalers) First Aiders' training limits them to helping individuals administer the medication themselves and summoning medical assistance where necessary.

First Aid Staff

The Law

As of the 1st of October 2013 the law states that “an employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to his employees if they are injured or become ill at work; and for this purpose a person shall not be suitable unless he has undergone such training and has such qualifications as may be appropriate in the circumstances of that case.”

Appointed Person

Where assessment identifies that a First Aider is not necessary, then the minimum legal requirement is for an Appointed Person. Their role is to take charge of the situation if illness or injury occurs, to call the emergency services if required, and to look after first aid equipment.

Note: Appointed Persons are not First Aiders, they should not give first aid for which they have not been trained.

First Aiders

First Aiders must have undertaken an HSE approved course of training and hold a valid certificate of competence. From 1 October 2009 two types of first aid qualification may be obtained.

Emergency First Aid at Work (EFAW)

This requires a minimum of six contact hours of training, but no final practical assessment is needed for the award of the qualification. Qualifications are valid for three years, although annual refresher training is highly recommended in order to ensure First Aiders maintain basic skills and keep up-to-date with the latest first aid procedures.

First Aid at Work (FAW) qualification

Where a higher level of risk exists then it is appropriate to appoint First Aiders with a FAW qualification. This involves at least 18 contact hours (a minimum of three days) of training followed by practical assessment, and leads to the award of the FAW Certificate. Qualifications are valid for three years, although annual refresher training is highly recommended in order to ensure First Aiders maintain basic skills and keep up to date with the latest first aid procedures.

Non Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

Implementation of the Policy

Overall responsibility for policy implementation and review rests with EMA senior management. However, all employees are required to adhere to and support the implementation of the policy. EMA will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective EMA has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of EMA senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

Additional Information

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.