



<b>First Aid Policy</b>	
<b>Latest Review: January 2024</b>	<b>Next Review: January 2025</b>
<p><b>Compliance:</b>                  Health and Social Care Act 2008 (Regulated Activities) Regulations 2010                  Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995</p>	
<p><b>Associated Policies:</b>                  Health and Safety Policy                  Serious Viral Epidemic or Pandemic Policy</p>	
<p><b><u>Policy Statement</u></b>                  Assist Trust recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice. This includes the provision of Qualified First Aiders in the organisation qualified to cope with minor injuries. The organisation fully complies with <b>Outcome 4: Care and Welfare of people who use services, Outcome 14: Supporting Workers</b> of the <b>Essential Standards of Quality and Safety</b> and <b>Regulation 9</b> and <b>23</b> of the <b>Health and Social Care Act 2008 (Regulated Activities) Regulations 2010</b> which states the registered person ensures the welfare and safety of the service user and receive appropriate training, professional development, supervision and appraisal.</p> <p><b><u>Ensures Policy Background</u></b>                  Assist Trust understands "First Aid" to refer to:</p> <p>a) The initial and appropriate management of illness or injury which aims to preserve life or minimise the consequences of injury and illness until professional medical help can be obtained; and</p> <p>b) The treatment of minor injuries that do not require the attention of a medical practitioner or nurse.</p> <p>Assist Trust recognises that employers are required to make arrangements for first aid at work, to ensure that illness or injury at work is treated and managed in the most appropriate way.</p>	

## **Health & Safety Team**

The Health and Safety Team has day-to-day responsibility for ensuring this policy is put into practice:

- Leah Crook – Operations Manager
- Lisa Martin
- Frederica Abela-Hyzler
- Philip Carter

Richard Ward (CEO) has overall and final responsibility for health and safety.

## **First Aiders**

Assist Trust ensures that all members of permanent staff are Qualified First Aiders, with the exception of new staff that start with Assist after the training has been given/if they did not come to Assist with a valid First Aider qualification.

## **First Aid Box/Kits**

All employees at Assist have access to a First Aid Box whilst at work. The Health & Safety Team are responsible for ensuring that all First Aid Boxes are checked and replenished accordingly. All employees have a small First Aid Kit that they are required to carry with them whenever they are away from the premises with the members and/or other people associated with Assist Trust. Each employee is responsible for checking its contents and ensuring that it is replenished when necessary. If employees are unsure of what they need to replenish their individual First Aid Kits or where to get the items they need, ask a member of the Health & Safety Team.

Tablets or medicines should never be kept in the First Aid Box/Kits in this organisation. Any items that are out of date should be disposed of and replaced immediately.

## **Record Keeping**

In all situations where staff or Members are injured at work and requiring First Aid the Accident Record **MUST** be filled in - electronic version kept in H&S folder in shared staff account.

Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and may require a report to be made to the Health & Safety Executive.

## **Training**

All staff will undertake a group First Aid course prior to or as soon after employment as possible.

A Qualified First Aider must hold a valid certificate of Competence in First Aid at Work, issued by an organisation whose training and qualifications are recognised

by the HSE. Such certificates are valid for three years and refresher training and re-testing must take place before the qualification expires.

**Signed and Authorised by:**

Name:

Role:

Date:

Name:

Role:

Date: