



## First Aid Policy

February 2023

### 1. Purpose and Scope

The purpose of this policy is to guide the provision of first aid to people suffering injury or illness.

First aid services are an important element of work health and safety, facilitating first initial treatment for:

- Injuries that may occur in the centre and its surroundings or on trips and visits formally organised by the centre; and
- Acute personal sickness that may impact on staff, volunteers, Trustees, or others while at **The Hub** premises.

### 2. Definitions

First aid is the immediate, initial attention to a person suffering an injury or illness. The aims of first aid are to prevent the occurrence of further dangerous incidents, preservation of life, stabilisation of the person's condition, promotion of recovery and protection and comfort of the person.

First aiders are any people providing first aid.

Premises include the Community Centre and its surroundings.

Visits and trips are those that are organised by the Community Centre management and approved by them.

### 3. Principles

The aims of first aid are to preserve life, prevent harm and promote recovery.

First aid requirements are determined by the Health and Safety Executive (HSE) guidance.

**The Hub** is committed to access to high quality first aid.

### 4. Outcomes

Any person on **The Hub's** premises (staff, Trustees, members, volunteers, students, visitors) have reasonable access to first aid assistance should an injury or illness occur.

First aid assistance is provided by trained first aiders, where possible.

## 5. Risk Management

First aid risks are regularly assessed, identified and managed.

Employees and volunteers are educated in first aid awareness.

Appropriately qualified staff are trained first aid personnel.

Mechanisms are in place for monitoring compliance with first aid policies.

## 6. Policy Implementation

**The Hub** ensures effective implementation of first aid through:

- a) staff having access to policies and procedures relating to first aid
- b) provision of tailored training to persons with specific tasks
- c) record of first aid activities, including first aid training provided and undertaken, information provided to consumers and use of PPE
- d) mechanisms for monitoring compliance with first aid.

## 7. Policy Detail

**The Hub** is committed to providing a safe and healthy environment for all staff, Trustees, members, students, visitors and consumers.

## 8. Assessing First Aid Requirements

The Centre's activities influence potential harmful consequences for staff, consumers and others. Each activity is likely to have different first aid requirements.

The Trust Administrator will determine the number of designated First Aid Officers, the type of First Aid kit required and the organisation's approach to first aid response.

Staff and volunteers are encouraged to disclose health information which may assist in prompt and appropriate first aid responses to foreseeable medical emergencies. This will be recorded and available to designated staff.

All Activities managed by the centre will have a designated first aid officer

Trained First Aid Officers include the following:

- a person who holds a current first aid certificate issued after successful completion of an approved first aid course; or
- a person who holds a current occupational first aid certificate issued after successful completion of an approved occupational first aid course; or
- a registered nurse; registered health care worker or a medical practitioner.
- a person with one or more of the above qualifications is appointed by the organisation to be the designated First Aider for all activities organised by the Hub.

## 9. First Aid Facilities

First aid facilities are provided that are adequate for the immediate treatment of injuries and illnesses that may arise at the workplace.

First aid kits supplied shall comply with HSE guidelines or BS8599.

The Kit is kept in the Kitchen. Emergency telephone numbers are clearly marked on each first aid kit.

## 10. First Aid Response

While on duty all staff and volunteers have a duty of care to themselves and others to provide first aid assistance to the level of their competence, and to call on expert assistance if necessary.

The designated First Aider is informed of the need for first aid and will respond immediately if available.

Emergency medical care and/or an ambulance is to be called if required.

Staff trained in first aid provide first aid assistance if there is no designated First Aider present and emergency medical care and/or an ambulance has not yet arrived.

## 11. Personal Protection

First aiders are to assume that all blood and other body fluids are infectious and are aware of standard precautions in relation to managing blood and other body fluids, including wearing gloves when administering first aid.

Cross infection is managed while providing first aid by wearing gloves and washing hands with soap and water:

- before and after contact with an ill or injured person
- after contact with blood or and/or other body fluids or contaminated items
- when protective gloves are removed.

When soap and water are not available, first aiders will use an alcoholic based hand wash or equivalent.

**The Hub** provides personal protective equipment (PPE) to protect first aiders and ill or injured persons from risks of exposure to harm from sharp objects and blood or other body fluids.

PPE provided shall comply with HSE guidance and Personal Protective Equipment at Work (Amendment) Regulations 2022. (PPER 2022)

## **12. First Aid Records**

First aid records are integrated with the organisations incident and accident reporting system. See [Work Health and Safety Policy](#) for more detail.

An Incident Report form is completed by the trained First Aid Officer and/or person providing first aid and includes:

- date and time
- name of person receiving first aid
- description of symptoms
- treatment provided
- name of person providing first aid
- referral arrangements (e.g. ambulance, hospital, medical service)
- name of person completing Incident Report form.

After Review by the Trust Administrator the original copy of the Incident Report form is retained securely in the Hub office.

If a person is transferred to a medical facility, a copy of the Incident Report form is to accompany them.

All persons receiving and providing first aid have access to relevant Incident Report forms arising from first aid incident.

## **13. Policy Review Due: February 2025**