

Emergency First Aid Policy



Policy Number:		Originator:	Gill Lucas
Issue Number:	2.2	Authoriser:	Amanda Morgan-Taylor
Issue Date:	16/11/2016	Service Type:	All
Next Review Due:	16/11/2018	Policy Location:	Health & Safety

This policy should be read in conjunction with the following policies:

- Reporting of Accidents
- Reporting of Untoward Events
- DNAR policy
- Clinical Waste
- Standard Precautions
- Use of Personal Protective Equipment

Aim

To outline the actions to be taken by Embrace staff to ensure that individuals, staff or visitors will be treated for injury or sudden illness promptly and safely by an appropriately trained individual until placed in the care of a professional or moved to hospital.

Abbreviations and Definitions

First Aid - (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

Policy

First aid is given to: -

- Preserve life
- To prevent the condition becoming worse
- To promote recovery

The Service Manager must ensure there are suitable first aid boxes at key points in the Service and which are easily accessible for all staff. There must be a system for monthly checks and the replacement of items in the boxes so that they are always ready for use

A qualified first aider must be designated on every shift, and this person must take responsibility for assessment and delivery of first aid.

Where required, help must be summoned from an appropriately qualified clinician. Once help has arrived the first aider must report what has happened and what action has been taken. This must also be documented as appropriate, in accident reports, care plans or staff records.

Appointed Person / First Aider

The Service Manager will ensure that there are sufficient staff within the service that have completed the "Emergency First Aid at Work" course, to ensure the service meets the needs of the First Aid Provision Record and Assessment (Appendices 1&2).

The appointed person will

- Provide first aid treatment to employees following accidents at the workplace or in the course of their work and assist in obtaining further medical advice or assistance if necessary.
- Provide first aid support to non-employees e.g. service users/visitors/contractors provided they are at the workplace or in the course of their work.

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- Ensure all first aid equipment issued to them is in good condition, up to date and maintained and available for inspection at all times and be able to account for all supplies used.
- To inform the employee in receipt of treatment that they have a duty to report the particular accident to their Line Manager..
- Also where a service user/visitor/contractor is injured or taken ill then the relevant Manager for the area should be informed.

Assessment of First Aid Needs

Health and Safety (First Aid) Regulations 1981:

Regulation 3 Duty of employer to make provision for first aid.

First Aid provision must be adequate and appropriate in circumstances, which means that sufficient first-aid equipment, facilities and personnel are available;

The Regulations do not require employers to provide first aid for anyone other than their own employees, however, non-employees will be included in assessments of first-aid needs and provision made for them.

The responsible Manager at each premises will complete an assessment of first-aid needs appropriate to the circumstances of each workplace or activities undertaken (Appendix 1).

The assessment should be reviewed annually, sooner if circumstances change. The completed assessment form must be retained and held securely on site to enable it to be readily accessible for audit.

First Aid Materials, Equipment and Facilities

First aid boxes should be suitably stocked and a properly identified first-aid container.

There is no mandatory list of items to be included in a first-aid container, however where there are no identified special risks within the workplace, a minimum stock of first aid items would be:

- A leaflet giving general guidance on first aid (for example HSE leaflet Basic advice on First Aid at Work <http://www.hse.gov.uk/pubns/indg347.htm>);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (e.g. blue plasters for food handlers);
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages (preferably sterile);
- 6 safety pins;
- 6 medium sized individually wrapped sterile unmedicated wound dressings;
- 2 large sterile individually wrapped unmedicated wound dressings;
- 3 pairs of disposable gloves;

This is a suggested content list only;

Assessment may deem that other equipment may be required, this may include:

- Devices for resuscitation e.g. face mask;
- Plastic apron;
- Blood spillage kit;
- Foil emergency blanket;
- Sterile water / saline in a sealed container (eye irrigation)

Tablets or medication must not be kept in the first-aid container.

In all instances whilst at work, suitable first aid provision should be readily available to employees.

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The equipment and facilities provided will vary according to the circumstances ranging from a small travelling first aid kit for staff working in the field or in minibuses, to a fully stocked first aid room (this will be determined by the assessment).

Nominated First Aiders must ensure that items used are replenished after use and ensure that items with use by dates are regularly checked and updated.

First Aid Signs

Rooms and cupboards where first aid equipment is stored should be easily identifiable by white lettering or a white cross on a green background



Notification of First Aiders

Health and Safety (First Aid) Regulations 1981 Regulation 4 requires:

An employer to inform his employees of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.

To meet the above Regulations, Managers need to:

- Display first-aid notices with names, contact and location of First Aiders which is clear and easily understood by all employees.
- Ensure those with reading and language difficulties are also kept informed.
- Ensure that all First aid notices are exhibited in prominent positions without obstruction and clearly visible at all times.
- Ensure details are immediately updated if there are any changes in either contact information or name change.
- Ensure that first-aid information is included in induction training to ensure that new employees are made aware of the first-aid arrangements.

Recording of First Aid Treatment

It is the responsibility of a First Aider to record any first aid treatment or advice given by completing the First Aid section on Accident recording forms.

Control of Infection and Disposal of Clinical Waste

First Aiders may be at risk of contracting blood borne infections via an open wound. In order to remove that risk, all First Aiders must follow the appropriate procedures for control of infection e.g. use of disposable non-latex gloves and depositing in appropriate clinical waste yellow bags. All dressings and soiled materials including PPE used plastic aprons, airway devices etc. used by First Aiders should be treated as contaminated waste and disposed of following the on-site procedures. See Policy for the Use of Personal Protective Equipment and relevant infection control policies.

Resuscitation

All staff must be aware of what action to take following a cardiac arrest of a resident, visitor or staff member. Cardiac arrest is defined as a loss of consciousness with the absence of circulation accompanied by absent or gasping respirations.

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Employees must be familiar with steps to take such as immediately calling for help and phoning 999 and the requirement to follow the Emergency Services Control Centre instructions. The wishes of the person regarding resuscitation are central to the decision making process. Discussion about the possibility of resuscitation must be part of the initial assessment with the person and their family and could form part of the discussion about end of life matters. Any discussions and decisions must be robustly documented.

Resuscitation must NOT be attempted if it is contrary to the recorded, sustained wishes of a mentally competent adult. Where the person has expressed a clear and consistent refusal this is likely to have the same status as a written advance directive.

If a service user unexpectedly has a cardiac or respiratory arrest and there is no current "Do Not Attempt Resuscitation" documentation in place, then cardiopulmonary resuscitation must be commenced and the emergency services summoned immediately.

If a staff member or visitor suffers a cardiac or respiratory arrest, then cardiopulmonary resuscitation must be started immediately and an ambulance summoned.

Responsibilities

The Service Manager must ensure that regular training and updating is given to staff on the principles of first aid. Such training must be appropriate to the individual roles and responsibilities and delivered by an accredited trainer.

The Service Manager is responsible for ensuring that there are adequate and appropriately trained employees on site in order to manage the first aid needs of the site, and for ensuring that employees are familiar with this policy.

All employees are required to follow the requirements of this policy.

Training Requirements

All employees will complete First Aid Awareness e-learning training on induction with an annual update. Appointed Persons / First Aiders will complete Emergency First Aid at Work training; this award will be updated every 3 years. For full details of relevant training the Training Manual should be consulted via the Hub.

Whilst nurses registered with the Nursing and Midwifery Council provided they can demonstrate current knowledge and skills in first aid are exempt from a qualification in first aid, all nurses working for Embrace will complete First Aid at Work / Emergency First Aid at Work training in order to keep their knowledge and skills current.

Nurses have a mandatory responsibility to complete the basic life support e-learning module with an annual refresher.

Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Regional Manager for the service. Embrace will then actively respond to the enquiry.

This policy is owned by: Quality Development Department.....

Date: 16/11/2016.....

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A. E. Njagou-Taylor

Signed:
Company Confidential