

FIRST AID POLICY

1 Purpose

1.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

1.2 The purpose of this policy is to set out the measures required by SGC Security Services to ensure compliance with the Health and Safety (First Aid) Regulations 1981.

2 Scope

2.1 This policy applies to all employees, learners and visitors including contractors.

2.2 It applies to all sites/venues.

2.3 It specifies responsibilities for:

- Reporting of incidents requiring first aid.
- Provision of first aid.

3 Definitions

3.1 First Aid

First Aid is the immediate care given to an ill or injured person until more advanced care arrives or the person recovers. Its aim is to preserve life, promote recovery and prevent further injury of the affected person/s.

It may cover:

- Cases where a person needs help from a medical practitioner or treatment from a nurse, where the purpose of First Aid is to preserve life and minimize injury until such help is obtained.

- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.
It does not cover:
 - Counselling of staff, learners or visitors that seek first aid assistance.
 - Administering of tablets, medications or other medical interventions to treat illness. Some people carry their own medication that has been prescribed by their doctor (eg an inhaler for asthma), if an individual needs to take their own prescribed medication in an emergency, the first-aider's role is generally limited to contacting the emergency services.

3.2 First Aider

A First Aider is someone who:

- Has attended a recognized training course on First Aid at Work, and/or
- Holds a current First Aid at Work certificate issued by an approved first aid Training provider.
- No one may be deemed a First Aider unless they have attended and passed an approved First Aid at Work course.

4 Key Principles

SGC Security Services will:

- 4.1 Provide sufficient numbers of trained first aiders to support staff, learners and visitors.
- 4.2 Record all occasions when first aid is administered to employees, learners and visitors.
- 4.3 Provide appropriate equipment, facilities and materials to carry out first aid treatment.
- 4.4 Make arrangements to provide training to employees, maintain a record of that training and review annually.

- 4.5 Establish a procedure for managing accidents on SGC premises which require First Aid treatment.
- 4.6 Ensure that there are procedures in place to reports, record and where appropriate investigate all accidents.
- 4.7 Provide information to employees, learners and visitors on the arrangements for First Aid.
- 4.8 Not store medicines etc in the first aid kits/rooms.

5 Responsibilities

The organisational structure for the implementation and management of SGC Security Services statutory health and safety duties is described in detail in the Health and Safety Policy.

General duties for First Aid remain the same, but additional or specific duties relating to this policy are detailed below.

5.1 Managing Director.

It is the responsibility of the Managing Director to review and update this policy.

5.2 Head of Departments

It is the responsibility of the head of departments to:

- Bring this policy to the attention of staff they line manage.
- Ensure that any accidents that are brought to their attention are reported to the Health and Safety Officer using the SGS accident report form.

5.3 Human Resources

It is the responsibility of Human Resources staff to:

- Refer staff to Occupational Health after a work-related accident as required.

5.4 Employees

It is the responsibility of each employee to:

- Ensure that first aid requirements are included in risk assessments when organising 'Off Site' activities.
- Ensure adequate first aid supplies are taken on all 'Off Site' activities.
- Seek first aid assistance as early as possible when required.
- Complete the College accident form in the event of an accident occurring and/or receiving first aid treatment or if unable to do so arrange for a colleague to complete on their behalf.
- Make use of any training available.

5.5 Learners

- It is the responsibility of each learner to:
- Bring to the attention of their Personal Tutors incidences when they have received or required first aid treatment/assistance in College or during an off-site activity.

5.6 First Aiders

First Aiders will:

- First establish that the casualty is willing to accept first aid treatment (if the casualty is unable to communicate eg unconscious, then treat the casualty as per training).
- Provide first aid as required and in accordance with their First Aid at Work training.

- Replenish first aid kit supplies as necessary.
- Report any accidents and first aid treatments using the SGC accident report form, using the form as an accurate record of the first aid they administered.
- Be responsible for requesting ambulance attendance as necessary,

Note: An ambulance should be called even if the casualty refuses.

- Arrange for transportation of a casualty to hospital by taxi if an ambulance is not necessary, and ensure an appropriate person accompanies the casualty.
- Notify the Programme Leader if a learner is taken to hospital or the Managing Director if a member of staff is taken to hospital.


6 **Linked Policies/Related Documents**

6.1 Health and Safety Policy

7 **Relevant Legislation**

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999 The Health and Safety (First Aid) Regulations 1981

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