**FIRST AID POLICY**

**Name: Care Stream Limited**

**Policy Statement**

Care Stream 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.

**Policy Background**

This organisation understands First Aid to refer to:

1. 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
2. The treatment of minor injuries that do not require the attention of a medical practitioner or nurse.

The organisation 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.

**First Aiders**

This organisation ensures that a Qualified First Aider is available at all times where there are staff working. They should be contacted via the office where there is a list displayed with their names. In addition to Qualified First Aiders, the organisation also supports a number of Appointed Persons to assist the Qualified First Aiders. **[Insert name of first aiders and appointed persons where applicable]**

**Staff name …………………………………. Designation ……………………………….**

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**First Aid Box**

All employees in this organisation should have access to a First Aid Box whilst at work. It should at all times contain sealed in-date supplies and be accessible for all staff or visitors to use.

Tablets or medicines should never be kept in the First Aid Box in this organisation and items that are out of date should be replaced and disposed of immediately. When something has been used from the box, the staff member who used it should inform the manager of any usage so that it can be replaced.

**First Aid Information (Signs and Posters)**

First Aid signs and posters are prominently displayed informing staff, visitors and service users what to do in the event of an emergency and from whom to obtain First Aid assistance. This should include emergency contact telephone numbers. Similar information is included in all staff induction packs.

All staff must familiarise themselves with the First Aid arrangements and with the names and locations of Qualified First Aiders or Appointed Persons and First Aid Boxes.

**Record Keeping**

In all situations where staff or service users are injured at work and requiring First Aid, the accidents procedure should be followed and the appropriate accident forms should be filled in and witnessed. An incident record should also be made in the Accidents Book/form if required.

First Aiders must keep a record of all treatment that they provide by completing a First Aid Treatment Record. This information helps to identify accident trends and can be used for reference in future First Aid needs assessment.

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 (see Accident Reporting Policy).

**Training**

Any staff member who wishes to become a Qualified First Aider or to become an Appointed Person should contact their line manager or supervisor and register their interest. The organisation will support and sponsor training for Qualified First Aider and Refresher Courses in so far as the organisation requires a sufficient pool of qualified staff to cover shifts. 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. Employees who wish to do Appointed Person First Aid training will also be sponsored if the training is agreed with their supervisor or manager in their individual training plans.

This policy will be reviewed by the Director of Operations.

Please note: For all service users, please read as individuals or people we support

Signed:

Date: