

**ARRANGEMENTS FOR FIRST AID**

**Date: 1 October 2017**

**Review date:1 October 2018**

To maintain compliance with the Health and Safety (First Aid) Regulations. 1981, Omega Care Group will ensure the provision of adequate and appropriate First Aid equipment, facilities and an identified individual with overall responsibility for First Aid arrangements within each home operated by Omega Care Group. This is in order for immediate help to be provided in the event of injury or sickness.

* Omega Care Group has identified the House Manager as the individual responsible for overall First Aid arrangements on each site.
* Each home provides a suitably stocked First Aid kit, this is maintained securely and accessibly within the office. No tablets or medication should be held.

All staff are informed of First Aid arrangements during the Staff Induction process.

The homes operated by Omega would generally be regarded as an environment generating low levels of hazard.

Each provision maintains an HSE Accident Book, which is to be completed in full following **any** incident. If the incident involves a young person, details should also be recorded within daily recordings (health and wellbeing), passed onto the relevant social care team and form part of the young person’s progress report.

**Guidance/Information**

* All staff access mandatory on-line First Aid awareness training.
* An appropriately stocked First Aid box is sited in the office. Contents should be checked weekly and restocked as is appropriate, contents should also be checked following an incident.
* Plastic gloves **must be used** whenever blood or bodily fluids are involved.
* Any blood spillages/soiled equipment should be disposed of appropriately and safely. The area and any remaining spillages should be treated with sterilizing wipes.
* **All** accidents, however small **must** be recorded in the Accident Book.
* Should a member of staff fall whilst sick at work they should notify a Manager immediately in order for them to make appropriate provision.
* Should the member of staff be operating as a Lone Worker, they should contact the on-call Duty Manager immediately to make emergency provision.

**Young People**

* **All** accidents **must** be recorded in the Accident Book.
* If the incident requires a greater level of treatment, the young person should be advised to attend the nearest walk-in centre. If staffing levels permit and the young person requires the support, staff should accompany them. All treatment, advice and recommendations should be recorded.
* If the incident requires emergency treatment, the staff on duty should ring 999 and provide details of facility address, the nature of the injury/concern and the age/gender of the young person.
* If the young person attends hospital and remains there, there is a requirement to report this to the HSE. If they are examined and able to return home this is not necessary.
* Social care or EDT should be informed as soon as is practicable and the telephone call supported by an e-mail containing all relevant details.

Certain accidents and incidents are Reportable to the Health and Safety Executive (see: reporting section in Health and Safety file).

**For advice by phone: NHS Helpline 111**