



First Aid Policy

POLICY STATEMENT

Safe-Schools Ltd will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for delegates, staff and visitors and will make sure that procedures are in place to meet that responsibility.

AIMS

1. To identify the first aid needs of the Organisation
2. To ensure that first aid provision is available at all times when people are on company / training premises.

OBJECTIVES

1. To appoint the appropriate number of suitably trained people as First Aiders and
2. Appointed Persons to meet the needs of [Your Company Name] and to maintain current qualifications for those people:
 - To provide relevant training and ensure monitoring of training needs;
 - To provide sufficient and appropriate resources and facilities;
 - To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

PRE-EMPTIVE HEALTH ASSESSMENT PROCEDURE

All delegates attending physical skills training will be required to complete a medical / fitness questionnaire to establish their fitness / suitability to undertake physical training.

Any concerns about an individual's health and physical capability to undertake the training should be discussed with them at the earliest opportunity.

If there are still concerns, then a doctor's letter may be required to assess the suitability of the individual to undertake a physical skills training course.

ACCIDENT PROCEDURE

1. A trainer at the scene of an accident needs to make a quick assessment of the severity of the accident.
2. Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes. This enables the lesson to continue with minimum disturbance to the trainer or class.
3. Serious Injuries are any injuries that may require a qualified First Aider or medical attention.
4. Stay with the casualty while waiting for assistance.
5. Accident Report Forms must be completed for all injuries.

FIRST AID TRAINING AND QUALIFICATIONS

There will, at all times, during physical skill training, be at least one person on site qualified in First Aid.

A First Aider is defined as a person who has successfully completed a suitably approved 3-day course. An Appointed Person is defined as a person who has successfully completed a suitably approved 1-day course. Where a first aider wishes to continue as such, qualifications are updated every three years, or shorter periods where required for specialist qualifications.

A list of staff qualified as First Aiders and Appointed Persons is in Appendix A. This list will be kept up to date and made available for inspection.

FIRST AID KIT PROVISION

Each course will either have:

1. A suitably stocked first aid kit available, or;
2. Have access to a suitably stocked first aid kit.

DELEGATES MEDICAL CONDITIONS

All delegates will be required to inform the training staff of any physical or medical issue that they feel may compromise their health, safety and welfare whilst on the course.

Once the training staff are aware of any individuals physical / medical limitations they will be required to extend an extended duty of care to them commensurate in safeguarding their well-being whilst on the course.

During training any individual with any health issues should be supervised and monitored regularly to ensure that they are ok.

EMERGENCY PROCEDURES

Where an injury or other medical condition is an emergency, an ambulance should be called.

Ideally, this will be on the advice of the First Aider on scene, but there may be circumstances where it is apparent that such a call must be made immediately.

A member of staff will accompany the delegate to hospital and remain with them until their next of kin can take over responsibility.

ACCIDENT RECORDING

An Accident Report Form is completed for each incident, generally by the person who has witnessed the event.

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