Title of Policy:	**First Aid**
Section:	**Health and Safety**

Purpose

This policy provides information for employees of Carers Choices on the availability of first aid support in the event of an accident or adverse health-related occurrence.

Statement

If an employee is injured or suddenly becomes ill, immediate assistance or a call to the emergency services may be needed. Appropriate training for first-aiders or appointed persons should be provided along with appropriate first-aid equipment or facilities. The aim of this policy is to ensure, so far as is reasonably practicable, that suitable first-aid arrangements are established and communicated to employees and to comply with all relevant legislation, including the:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First Aid) Regulations 1981

Procedure and Guidance

To ensure that first-aid arrangements within Carers Choices are provided relative to the risk of injury or ill health at work, and that these are clearly communicated throughout Carers Choices, we will:

- evaluate the level of first-aid provision appropriate for Carers Choices
- provide adequate equipment and facilities
- provide appropriate training for first aiders
- ensure that any incidents are logged and investigated, as appropriate

- ensure that the authorities are notified of an incident when appropriate and in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- review this policy at least annually, or more frequently if significant changes occur

To fulfil our responsibilities as outlined above, we will:

- carry out a first aid needs risk assessment
- provide first-aid personnel, equipment and facilities as required
- communicate details of first-aid provision to employees
- maintain first-aid facilities and equipment

Advice on the contents of a First Aid box

What should a first-aid box in the workplace contain? The Health and Safety Executive advise:

The decision on what to provide will be influenced by the findings of the first aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work)
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves (for advice on latex gloves please see Selecting latex gloves)

First Aid Kit Contents British Standard
Contents of British Standard Compliant (BS 8599-1)

First Aid Kits for the Workplace

Contents	Small	Medium	Large	Travel
F/A guidance leaflet	1	1	1	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	2	1
Triangular dressing	2	3	4	2
Safety pins	12	12	24	12
Eye dressing	2	3	4	1
Adhesive dressings	40	60	100	20
Sterile wet wipe	20	30	40	4
Microporous tape	1	1	1	1
Nitrile gloves - pair	6	9	12	1
Face shield	1	2	3	1
Foil blanket	1	2	3	1
Burn dressing 10 x 10cm	1	2	2	1
Clothing shears	1	1	1	1
Conforming bandage	1	2	2	1
Finger dressing	2	3	4	0
Sterile eyewash 250 ml	0	0	0	1

CQC Registration and Inspection Compliance

Key Questions and Quality Statements applicable to this Policy	Care Quality Commission (Registration) Regulations 2009 applicable to this Policy
Safe • Involving People to Manage Risks	

• Safe Environments	

Legislative Compliance

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 applicable to this Policy	Other legislation relevant to this Policy
Regulation 12: Safe care and treatment	Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Health and Safety (First Aid) Regulations 1981 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

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Job Title:

CEO

Signature:

P. Ramsden

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