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

**Purpose**

This policy provides information for employees of the Company 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 the Company are provided relative to the risk** of injury or ill health at work, and that these are clearly communicated throughout the company, we will:

* evaluate the level of first-aid provision appropriate for the Company
* 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](http://www.hse.gov.uk/pubns/indg347.htm))
* 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](http://www.hse.gov.uk/skin/employ/latex-gloves.htm))

**First Aid Kit Contents British Standard**

**Contents of British Standard Compliant (BS 8599-1)**

**First Aid Kits for the Workplace**

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| **Contents** | [**Small**](http://evaq8.co.uk/First-Aid-Refill-Pack-British-Standard-BS8599-1-Small.html) | [**Medium**](http://evaq8.co.uk/First-Aid-Refill-Pack-British-Standard-BS8599-1-Medium.html) | [**Large**](http://evaq8.co.uk/British-Standard-BS8599-1-First-Aid-Refill-Pack-Large.html) | [**Travel**](http://evaq8.co.uk/BS8599-1-Travel-First-Aid-Kit.html) |
| **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 |

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| **KLOE Reference for this Policy** | **Regulation directly linked to this Policy** | **Regulation(s) relevant to this Policy** |
| **Safe** | **Regulation 12: Safe care and treatment** |  |

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

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| **Full name:** |
|  |
| James McAlpine |
|  |
| **Job Title:** |
|  |
| Homecare Director |
|  |
| **Signature:**  |
|  |
| J. McAlpine |