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## First Aid Policy

### Policy Statement

Foresight North East Lincolnshire Limited 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. The organisation fully complies with the **Health and Social Care Act 2008 (Regulated Activities) Regulations 2010** which states the registered person ensures the welfare and safety of the service user and receive appropriate training, professional development, supervision and appraisal.

### Ensures Policy Background

Foresight North East Lincolnshire Limited understands First Aid to refer to:

- a) 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
- b) 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

Foresight North East Lincolnshire Limited ensures that two Qualified First Aiders are available at all times that the centre is open and that these first aiders are staff members. They should be contacted via the administration office or reception where there is a list displayed with their names.

### First Aid Box

Access to first aid boxes are :-

In reception

First floor administration office

Second Floor youth hub.

Kitchen area in cafe

Tablets or medicines should never be kept in the First Aid Box in this organisation and items that are out of date should be replaced and disposed of immediately.

### First Aid Information (Signs and Posters)

First Aid signs and posters are prominently displayed in classrooms and café areas informing staff, visitors and service users from whom to obtain First Aid assistance.

All staff must familiarise themselves with the First Aid arrangements and with the names and locations of Qualified First Aiders 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 an incident record should also be made in the Accidents Book at all times

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

## **Training**

Any staff member who wishes to become a Qualified First Aider should contact their line manager or team leader. Foresight North East Lincolnshire Limited 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 the community centre.

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.

This information is also available in other formats, languages and picture format upon request.