

Axis Recruitment Ltd

Policy Title	First Aid at Work	March 2017	
CQC KLOE Reference	Safe	September 2017	

Policy

The Agency will ensure the provision of adequate and appropriate equipment, facilities, information, training and personnel to enable first aid to be given to employees and visitors if they are injured or become ill whilst in the Agency.

Procedure

Risk Assessment

The Agency bases its first aid care and provision on risk assessments which are reviewed on a regular basis.

The risk assessments will help determine –

- The number, location and contents of first-aid boxes within the Agency;
- The number of persons who should be identified as having a formal role in the provision of first aid care and treatment;
- Of these, the number who should be identified as having the role of “Appointed Person” and the number of “First Aiders”;
- Of the First Aiders, the number who should be trained in accordance with the **“Emergency First Aider at Work”** (EFAW) course , and those who should undertake the more advanced “First Aider at Work” (FAW) course.
- The need for specialised training which may be necessary to “bridge any gap” between the contents of either the FAW or the EFAW courses where additional knowledge and expertise may be required to deal with certain types of accident or incident.
- The Agency’s first aid at work requirements during the times when normal staffing is at a minimum, and robust cover arrangements need to be put in place.

Equipment

The Agency currently has identified a need for **(insert number)** First Aid Box(es) – all of which are identified, according to Regulations, with a white cross on a green background.

Headache pills and other minor medicines (such as creams, lotions etc.) will not be included in first aid boxes, as first aiders are not trained or certified to administer medicines.

Information, Instruction and Training

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The Agency will provide information, instruction and training to all employees on the provision of first aid within the Agency. This training will cover the location and contents of first aid boxes, completion of the Accident Book, the names of Appointed Persons and First-Aiders, what to do in the case of an accident etc.

On a more formal basis, selected employees, who have been identified as Appointed Persons or First Aiders will be provided with training appropriate to their responsibilities, (i.e. EFAW, FAW) and the results of the risk assessment (therefore including additional specialised training if identified). The costs of training will be borne by the Agency.

Refresher training will be undertaken annually.

Personnel

The Agency Manager is responsible for all first aid arrangements within the Agency.

Following the most recent risk assessment, the Agency has designated **(Insert Number)** employees as Appointed Persons/First Aiders*. The Accident Book is kept by the Agency Manager, and all accidents and near-misses ((in other words whether first aid was administered or not) must be recorded. This information is crucial in determining the extent of the first aid requirements and provision for the Agency and is a key element in the risk assessment process.

* An **Appointed Person** is someone who takes charge when someone is injured or falls ill, including calling the ambulance if required. They may also be responsible for the first aid equipment including restocking as necessary.

* A **first aider** is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. Training organisations running first aid at work courses should be approved by HSE. A first-Aider can undertake the duties of an appointed person.

References to Legislation and Fundamental Standards	
Health and Social Care Act 2008 (Regulated Activities) Regulations 2014	Regulation 12
Fundamental Standards	Care and treatment must be provided in a safe way