

Great Notley Parish Council

First Aid Policy

Introduction

It is the policy of Great Notley Parish Council (the Council) to ensure that appropriate first aid arrangements are in place for staff. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours.

The Legal Position

The duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981 as amended 2013. This requires a risk assessment to determine what first aid facilities and personnel are necessary to meet the needs of the business. The risk assessment has to be reviewed periodically to ensure that provision is adequate.

In order to comply with these regulations an assessment has been completed taking a number of factors into consideration including:

- size of the business
- number of employees
- type of business and any special conditions e.g. dangerous equipment / hazardous chemicals
- building layout
- past history of accidents
- proximity of business location to emergency medical services
- Needs of travelling and/or lone workers
- First Aid cover in times of sickness or annual leave

Responsibilities of First Aiders

First aid personnel have the following duties and responsibilities:

- To respond promptly to all requests for assistance
- To summons further help if necessary
 - To provide treatment within the limitations of their competence
- To look after the casualty until recovery has taken place or further medical assistance has arrived
 - To not put themselves in danger
- To report details of any treatment provided

- To undertake regular checks and complete checklist of first aid kits, replenishing them as necessary.
- To call an ambulance where necessary

Procedures

The following general first aid-related procedures will be followed by all staff:

- If an employee has been taken ill, or has had an accident the Emergency First Aider must be asked for assistance. First aid treatment should not be attempted by anyone who has not completed the appropriate training. Information on how to contact the First Aiders will be provided to all staff.
- If the injury is life threatening (e.g. chest pains, head injuries, major bleeding, unconscious) and a paramedic is needed, dial 999 first and then inform the Clerk that you have called an ambulance. Provide as much information as you can - including exact location and nature of the injury.
- Private cars must not be used to transport a casualty to hospital. If an ambulance is not required, then a taxi must be used.
- First aid boxes and kits will be checked every six months with missing or out of date items replaced and a check sheet to be signed to confirm checks complete.
- Any loss or damage to first aid equipment must be reported to the Clerk
- If a first aid kit is poorly stocked, this should be reported to the Clerk
- A first aid kit must be carried by the members of the litter team at all times and the Clerk to keep a kit in her car or at her home.

First Aid kits should be stocked as follows –

- A leaflet giving guidance on First Aid
- 20 individually wrapped sterile adhesive plasters (assorted sizes)
- 4 individually wrapped triangular bandages (sterile)
- 6 safety pins
- Adhesive tape
- 6 medium (approx. 12cm x 12cm) sterile, individually wrapped un-medicated wound dressings
- 2 large (approx. 18cm x 18cm) sterile, individually wrapped un-medicated wound dressings
- Sterile eye pad
- Disposable gloves
- A Facemask
- Alcohol-free cleansing wipes.

First aiders are not empowered to dispense pills or medications. Therefore creams, lotions or drugs, however seemingly mild must not be kept in first aid boxes or administered by first aiders. Some staff may carry their own medication such as

inhalers for asthma, insulin for managing diabetes, Epi-pens for allergic reactions etc. These medications are prescribed by a doctor. When an individual needs to take their own prescribed medication, the first aider's role is limited to helping them to do so and contacting the emergency services, as appropriate.

Accident reporting

Any minor treatment given should be reported to the Clerk and recorded in the Accident Book. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 legislation must be undertaken within 10 days of the incident by the Clerk for incidents, including:

- Accidents resulting in the death of any person
- Accidents resulting in specified injuries to workers
- Non-fatal accidents requiring hospital treatment to non-workers and
- Dangerous occurrences

It is therefore vital that accidents are reported to the Clerk to enable the legally required report to be made

Data protection and confidentiality

First aiders must exercise care in maintaining the dignity of casualties and confidentiality of medical information acquired in the course of their duties. First aiders must be aware that an individual may have right of access to information held about them and to redress for inappropriate use of their personal data.

This Policy was approved by the Parish Council at its meeting held on 6th December 2021