



Policy No: SJD/YP/13	Authorised by: Davina Powell	Review Date: 20th October 2023
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FIRST AID POLICY STATEMENT		

SJD Homes 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 Home who are qualified to cope with minor injuries.

SJD Homes fully complies with **Outcome 4: Care and Welfare of Children/Young People who use services Outcome 14: Supporting Workers** of the **Essential Standards of Quality and Safety** and **Regulation 9 and 23** of 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

SJD Homes 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.

SJD Homes recognises that employers are required to plan for first aid at work, to ensure that illness or injury at work is treated and managed in the most appropriate way.

First Aiders

SJD Homes ensures that a Qualified First Aider is always available. They should be contacted via the main office where there is a list displayed with their names.

In addition to Qualified First Aiders the organisation also supports a number of Appointed Persons to assist the Qualified First Aiders.

First Aid Box

All employees in SJD Homes should have access to a First Aid Box whilst at work. The principal First Aid Box is carried by the on-call First Aider who is responsible for checking its contents and ensuring that it is replenished when necessary.

The box should contain the following:

- An HSE leaflet giving general guidance on First Aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium sized (approximately 12 cm x 12 cm) individually wrapped sterile un-medicated wound dressings

- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped un-medicated wound dressings.
- 1 pair of disposable gloves.

Tablets or medicines should never be kept in the First Aid Box in SJD Homes and items that are out of date should be replaced and disposed of immediately.

Smaller First Aid Boxes may be carried by Appointed Persons who are care staff and are thus mobile. Appointed Persons who are allocated First Aid Boxes are responsible for checking contents.

First Aid Information (Signs and Posters)

First Aid signs and posters are prominently displayed in the main office informing staff, visitors, and service users what to do in the event of an emergency and from whom to obtain First Aid assistance.

This should include emergency contact telephone numbers. Similar information is included in all care staff induction packs and should be always carried out by staff.

All staff must familiarise themselves with the First Aid arrangements and with the names and locations of Qualified First Aiders or Appointed Persons 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 the appropriate accident forms should be filled in and witnessed. An incident record should also be made in the Accidents Book if required.

First Aiders must keep a record of all treatment that they provide by completing a First Aid Treatment Record. This information helps to identify accident trends and can be used for reference in future First Aid needs assessment.

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 (see Accident Reporting Policy).

Training

Any staff member who wishes to become a Qualified First Aider should contact SJD Home Management or team leaders. All staff will undertake a group Appointed Persons first aid course prior to or as soon after employment as possible. SJD Homes 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 shifts.

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.