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## 1. Introduction

Under the health and safety at work act Employers must provide suitable First aid provisions and have suitably skilled personnel to manage injuries in connection with the company's work. The Kisimul Group Ltd recognises the requirements as set out in the Health and safety executive guidance documents. L74

## 2. Scope

This policy applies to all sections of the business and takes into consideration relevant authority bodies such as the HSE, QCQ, Ofsted the Department of Further Education.

## 3. Definitions

The Kisimul Group Ltd Definition of First aid is that of early treatment of an injury or illness that precedes treatment by further medically trained persons such as Paramedics or GP's.

## 4. Roles and Responsibilities

The Chief Executive Officer has overall responsibility for ensuring compliance with national and local standards that are reflected in the organisations policies.

The Chief Financial director will ensure that sufficient financial funds are available for the provision of equipment and training required for the company's first aid needs.

The Director of Quality will ensure that there is a means to train new staff and to refresh training to existing staff as required.

The Head of Risk and Governance will ensure that the First aid needs assessment is reviewed against regulation and recorded injuries so as to provide a suitable and sufficient first aid response.

The Head of learning and development will ensure that there are sufficient first aid training courses made available for the indicated employees of the company and that records are kept of attendance.

Setting Managers will ensure that first aid trained staff are available or on shift as per this policy.

Staff Any that have been trained in first aid have a duty to act in a manner in accordance with their first aid training and are to apply their knowledge and skills when required to do so.

## 5. First Aid provision

From our injury profiling we have found that the vast majority of injuries are from unpredictable physical interactions from the people we support to our staff members. There are other higher risk tasks carried out by supporting services such as property and grounds maintenance using powered machinery to cut and drill however adequate controls and safe systems of work are in existence and so injuries are rare.

What first aid equipment has been decided by way of a first aid need's assessment the Kisimul group have used the guidance table from the HSE guidance document L74 First aid needs see appendix 1, from this each place of work that is operated by the Kisimul group Ltd shall have at least a Medium size first aid box and an Automated external defibrillator (the AED may serve more than one building where they are on the same site). Company Vehicles used for transporting the people we support should have a small portable first aid box / bag.

### Procedure

The notice board in the Entrance / reception area will state the location of the first aid box and the automated external defibrillator (AED). See Appendix 3

The setting manager will ensure that there is a first aider on shift whilst the building is open and that all staff are advised of who that person is.

Once informed of an incident a first aider(s) will attend the casualty without delay and provide emergency care as appropriate.

If the injury is of a serious nature such as a sudden collapse, breathing difficulties, or if the person is suffering life threatening situation / not responding to initial on-site treatment then the first aider(s) will seek further emergency aid by dialling 999. For non-life threatening situations dial 111. The senior member of staff on duty should be made aware of the incident.

Any relevant medical details should be provided to the paramedics / hospital or G.P surgery.

Persons taken for treatment; an appropriate member of staff should accompany the PWS/staff member to the hospital/G.P. surgery. The member of staff should be able to give the medical professionals all relevant and



## 7. Monitoring Compliance

First aid instructors within the Learning and development work stream will be verified by accredited Third party's Regular monitoring of expiry dates of staff records for first aid training will be reviewed on a quarterly basis in line with HS33 policy Group H&S committee meeting agenda.

First aid equipment will be audited by the Health and safety team during routine Health and safety audits throughout the year.







#### Department of education guidance

Where first aid provision is intended to cover non-employees, which we strongly recommend, first aiders may need additional training above the minimum requirement, for example additional training in paediatric first aid (standard first aid at work training courses do not include resuscitation procedures for children). The school or college should discuss any specific needs with the training provider in advance as they will often tailor courses specifically to the needs of the school or college.

#### The Children's Home Regulations 2015

Regulation 31.—(1) The registered person must ensure that the employment of any person on a temporary basis at the children's home does not prevent children from receiving such continuity of care as is reasonable to meet their needs.

(2) The registered person must ensure that—

- (a) at all times, at least one person on duty at the home has a suitable first aid qualification;
- (b) Any person who works as a nurse at the home is a registered nurse.

#### DFE Guide to Children's Homes Regulations. April 2015

Paragraph 7.12 the registered person must ensure that staff have the relevant skills and knowledge to be able to: respond to the health needs of children; administer basic first aid and minor illness treatment; help children to manage long-term conditions and where necessary meet specific individual health needs arising from a disability, chronic condition or other complex needs.

Paragraph 7.13 At least one person on duty at any given time in a children's home must have a suitable first aid qualification (regulation 31(2) (a)). First aid boxes should be provided and maintained.

The HSE published a document (06/14 HSG220) has been considered in relation to Adult Care.

An Assessment of First Aid Needs will be completed annually, or sooner if there are significant changes to the business or an escalation on accident and illness data, and agreed by the Health and Safety Committee. Policies and procedures will be reviewed annually to reflect the findings of the annual assessment. Changes to policy and procedure will be agreed at the Policy Meeting.



Document Title

First Aid

