



Delivering Quality Healthcare

<b>Policy Title:</b>	First aid Policy: <b>30</b>	<b>Date implemented or date of last review:</b>	<b>11/05/2020</b>
<b>CQC KLOE Reference:</b>	Safe	<b>Date of next review</b>	<b>10/05/2020</b>

## 1. POLICY STATEMENT

- 1.1. KOPE-MEDICS 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.
- 1.2. This includes the provision of Qualified First Aiders in the agency qualified to cope with minor injuries.
- 1.3. The agency fully complies with Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 15 and 18
- 1.4. The intention of this regulation is to make sure that the premises where care and treatment are delivered are clean, suitable for the intended purpose, maintained and where required, appropriately located, and that the equipment that is used to deliver care and treatment is clean, suitable for the intended purpose, maintained, stored securely and used properly. Providers retain legal responsibility under these regulations when they delegate responsibility through contracts or legal agreements to a third party, independent suppliers, professionals, supply chains or contractors. They must therefore make sure that they meet the regulation, as responsibility for any shortfall rests with the provider.
- 1.5. Where the person using the service owns the equipment needed to deliver their care and treatment, or the provider does not provide it, the provider should make every effort to make sure that it is clean, safe and suitable for use.

### KOPE-MEDICS Ltd

Unit 41, St Olav's Court, City Business Centre, 25, Lower Road, London SE16 2 XB  
T +44 2 03745 0470 E info@kope-medics.com W www.kope-medics.com



Delivering Quality Healthcare

## **2. POLICY BACKGROUND**

2.1. KOPE-MEDICS understands First Aid to refer to:

2.1.1. 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

2.1.2. The treatment of minor injuries that do not require the attention of a medical practitioner or nurse.

2.2. The agency recognises that employers are required to decide for first aid at work, to ensure that illness or injury at work is treated and managed in the most appropriate way.

## **3. FIRST AIDERS**

3.1. KOPE-MEDICS ensures that a Qualified First Aider is available always that there are staff working. They should be contacted via the main office where there is a list displayed with their names.

3.2. In addition to Qualified First Aiders the agency also supports several Appointed Persons to assist the Qualified First Aiders.

## **4. FIRST AID BOX**

4.1. All staff in this organisation 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:

### **KOPE-MEDICS Ltd**

Unit 41, St Olav's Court, City Business Centre, 25, Lower Road, London SE16 2 XB

**T** +44 2 03745 0470   **E** info@kope-medics.com   **W** www.kope-medics.com



## Delivering Quality Healthcare

- 1.1.1. An HSE leaflet giving general guidance on First Aid.
- 1.1.2. 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 1.1.3. 2 sterile eye pads.
- 1.1.4. 4 individually wrapped triangular bandages (preferably sterile).
- 1.1.5. 6 safety pins.
- 1.1.6. 6 medium sized (approximately 12 cm x 12 cm) individually wrapped sterile un medicated wound dressings.
- 1.1.7. 2 large (approximately 18 cm x 18 cm) sterile individually wrapped un-medicated wound dressings.
- 1.1.8. 1 pair of disposable gloves.
- 1.2. 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.
- 1.3. Smaller First Aid Boxes may be carried by Appointed Persons who are care staff and are thus mobile.
- 1.4. Appointed Persons who are allocated First Aid Boxes are responsible for checking contents.

## **2. FIRST AID INFORMATION (SIGNS AND POSTERS)**

- 2.1. First Aid signs and posters are prominently displayed in the main office informing staff, visitors and clients what to do in the event of an emergency and from whom to obtain First Aid assistance.
- 2.2. This should include emergency contact telephone numbers. Similar information is included in all care staff induction packs and should be carried by care staff always.
- 2.3. 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.

## **3. RECORD KEEPING**

### **KOPE-MEDICS Ltd**

Unit 41, St Olav's Court, City Business Centre, 25, Lower Road, London SE16 2 XB  
T +44 2 03745 0470 E info@kope-medics.com W www.kope-medics.com



### Delivering Quality Healthcare

- 3.1. In all situations where staff or clients 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.
- 3.2. 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.
- 3.3. 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).

## 4. TRAINING

- 4.1. Any staff who wishes to become a Qualified First Aider should contact their line manager or team leader. All staff will undertake a group Appointed Persons first aid course prior to or as soon after employment as possible.
- 4.2. KOPE-MEDICS will support and sponsor training for Qualified First Aider and Refresher courses in so far as the agency requires a sufficient pool of qualified staff to cover shifts.
- 4.3. 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.

### KOPE-MEDICS Ltd

Unit 41, St Olav's Court, City Business Centre, 25, Lower Road, London SE16 2 XB  
T +44 2 03745 0470 E info@kope-medics.com W www.kope-medics.com



**Delivering Quality Healthcare**

**KOPE-MEDICS Ltd**

Unit 41, St Olav's Court, City Business Centre, 25, Lower Road, London SE16 2 XB  
**T** +44 2 03745 0470 **E** [info@kope-medics.com](mailto:info@kope-medics.com) **W** [www.kope-medics.com](http://www.kope-medics.com)