

July 2017

First-Aid Policy

Live  Care

Date Written	03.07.2017
Author(s)	Registered manager
Version	2.0
Date Signed Off	20/07/2017
Reviewed by	

Unit 1 Chandos House,
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Review Data

Initial Production

Name	Role/Department	RACI	Date
Registered manager	Registered Manager	RA	17.07.2017
Registered manager	Registered Manager	RA	04/12/2017

R = Responsible for document production; A = Accountable; C = Consulted; I = Informed

Change History

Version	Date	Details of Change	Author
2.0	17.07.2017	Re-write and re-structure of original policy in line with most recent legislative updates.	Registered manager

Emergency Contact Details

Name	Email	Mobile
Registered manager	fran@livein.care	

CQC Fundamental Standards

Regulation Number	Regulation Details
Regulation 18: Staffing	Persons employed by the service provider must receive such appropriate support, training, professional development, supervision and appraisal as is necessary to enable them to carry out the duties they are employed to perform.

Key Lines of Enquiry

KLOE	How this applies to Basic Life Support
Safe	Having staff who are appropriately trained in first aid in the event of an incident helps ensure the safety of others.
Effective	Ensuring staff have knowledge to provide first aid (or know who the Appointed Person is) helps ensure the effectiveness of our service.

Policy Statement

Policy Aims

The aims of this policy are to outline First Aid approaches in case of an incident at Living Carers Ltd. Being aware of First Aid protocols ensures staff know how to act, and are swiftly directed towards the most appropriate agencies for their injury, accident or condition.

Due to our Care workers being required to work alone, Living Carers Ltd requires staff to have first aid training, in case of injury to the Client or to assist themselves or others if there is an accident.

It is the company's policy to provide first aid support to someone if they are injured or become unwell, and to ensure that Living Carers Ltd complies with the Health and Safety (First Aid) Regulations 1981.

NB: First Aiders are not legally permitted to give any medication to staff.

Key Question: What exactly is the role of the First-Aider?

Qualified First Aiders are able to recognise and manage any immediately life - threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called. All first aiders have attended an approved St John's Ambulance course in first aid and undertake regular refresher courses.

First Aid Needs Assessment

First aid provision needs to be adequate and appropriate. As such, a needs assessment needs to be carried out which will consider:

- the nature of the work done
- workplace hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of your workforce
- the work patterns of your staff

- holiday and other absences of those who will be first-aiders and appointed persons
- your organisation’s history of accidents
- lone working
- first aid for members of the public

Giving First Aid

If someone is injured, becomes unwell and needs help, the first aider will assess the situation, provide help, request assistance if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

Medical Support

When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if the first aider thinks it necessary, an ambulance will be called. If the situation isn’t an emergency but the casualty does need to go to the hospital then we will call a taxi. Either the first aider will remain with the casualty and accompany them to the hospital or they will ask another appropriate member of staff to stay with them. When appropriate or if asked to by the casualty, we will contact their next of kin.

Records

An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded in the accident book.

For a list of reportable injuries, please read our RIDDOR policy.

Key Points to Take Away

- Due to our Care workers being required to work alone, Living Carers Ltd requires staff to have first aid training, in case of injury to the Client or to assist themselves or others if there is an accident.
- An accident form should be completed every time a first aider provides assistance to a casualty.

Policy Review

This policy will be reviewed by the Registered Manager at least annually to make any updates and amendments necessary to ensure the policy conforms to current legislation, reflects current practice and expectations.

Authorisation and Signature

This Policy is the official and authorised version agreed by the Directors of Living Carers Ltd. All employees are expected to work in accordance with this policy and failure to comply with this policy could result in disciplinary action.

Registered Manager

04.12.2017

LIVING CARERS LTD