



First Aid

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First Aid

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1.0 Introduction

Ark manager`s will identify the level of first aid provision required for employees and for supported people through risk assessment of work tasks, locations and the supported person`s commission.

This does not cover any specialised support such as dispensing medication. This type of support should also have trained staff as there are separate procedures and guidance for staff within Care and Support policies and procedures.

2.0 Definition and Background

First aid is defined as:

- the initial assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor or other qualified person; and
- treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

First aid can save lives and prevent minor injuries becoming major ones. This first aid procedure covers the arrangements required to ensure that this assistance happens.

See Appendix 1 for some frequently asked questions about first aid.

3.0 First Aid Provision

3.1 First Aid for Employees

Designated first aiders should be provided where there is a high risk of injury to employees which may require first aid or where there is a large number of employees working in that premises.

In the smaller local offices then an appointed person is all that is required.

If support workers have received Ark first aid training this will be sufficient to provide first aid cover to supported people / Ark staff / third parties if required.

For lone workers the lone worker risk assessment should cover this provision.

3.2 First Aid for Supported People

As part of each existing and new supported persons Good Life Plan, first aid provision should be considered if commissioned to do so by the local authority.

This may involve Ark staff and/or family in the discussions as well as the supported person where appropriate to decide on the level of first aid provision required.

3.3 First Aid for Visitors to Ark Workplaces

Any Ark trained first aider can give first aid to visitors who require treatment while visiting residents or carrying out work in Ark workplaces.

Permission to carry out first aid on visitors should be confirmed before assisting with first aid if they have verbal capacity to allow or deny treatment.

If there is a need to provide initial assistance if the person cannot communicate then assistance can go ahead until medical help arrives.

4.0 Ark Staff Training

Identified Ark support staff will attend a basic first aid training course, provided by Ark's in house training team at induction phase and all trained support staff will attend three yearly refresher training thereafter.

4.1 Number of First Aiders

The number of trained first aiders required depends on the results of an assessment of first aid needs in the Ark workplace.

The amount of staff needing trained will depend on the size of the workplace, known health problems of supported people and staff and having enough trained staff to deal with unplanned accidents or sudden ill health.

4.2 First Aid cover while supporting people in the community

For supported activities in the community, adequate first aid provision must be provided if there is a known risk of injury or illness while supporting a person and consideration for carrying a small travel first aid kit if assessed as required for community support.

Check if a planned visit to a premises or location has first aid provision available.

5.0 First Aid Boxes

Ark workplaces must have an adequately stocked first aid box.

It is the responsibility of a nominated and trained first aider in the workplace to ensure that stock levels are adequate and maintained.

The first aid box should be easily accessible to all employees and all employees should have its location made known to them.

For anything required by a supported person or staff, e.g. sun block, this must be kept separate from the first aid box as it is not for first aid provision.

A basic contents list is given in Appendix 2.

6.0 Aims of First Aid

The aims of first aid are:

- make sure casualty is safe and comfortable;
- treat any conditions they may have; and
- make sure the casualty doesn't get any worse.

6.1 The Responsibilities of a First Aider

The responsibilities of a First Aider are to:

- assess a situation quickly and safely, and summon appropriate help;
- identify, as far as possible, the injury or the nature of the illness affecting a casualty;
- give early, appropriate treatment in a sensible order of priority;
- arrange for the removal of the casualty to hospital, to the care of a doctor, or home;
- remain with a casualty until handing him or her to the care of an appropriate person; and.
- pass on information to emergency services and give further help if required.

6.2 First Aider Actions in an Emergency

As a First Aider, you should:

- assess the situation;
- make the area safe;

- find out what has happened;
- take control;
- get help;
- assess all casualties and give emergency aid;
- ensure that emergency services have been contacted; and
- complete an Ark incident form when the casualty has either been handed over to medical personnel or after they have received minor first aid.

It is important to remember that you are acting as a first aider and not as a paramedic and not be expected to carry out any medical task.

It should be noted that it is often difficult to do nothing, except observe and provide updates to medical professionals by phone, this may be the best course of action for a first aider in certain situations.

If, whilst you are giving someone first aid, you receive a 'sharps' injury e.g. from something in clothing you should try to find out what caused the injury. Where doubt exists or the 'sharps' injury has resulted in you being exposed to body fluids you should follow the procedure in the Control of Infection Policy and go to the nearest A & E facility at a local hospital informing them that you have a needle stick or sharps injury.

7.0 Implementation and Review

7.1 Implementation

The Chief Executive is responsible for ensuring that this procedure and the policy that support it, are followed by all employees and Board Members.

7.2 Review

The Chief Executive will ensure that this procedure is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

Appendix 1 – Frequently Asked Questions

Q Can any medications be kept in the first aid box.

A No, medications either prescribed or over the counter, e.g. paracetamol, must **not** be kept on the first aid box. Creams, lotions, burn cream etc should **not** be kept in a first aid box either.

Q Should the first aider administer any medications.

A No, although during first aid training it is often recommended that an aspirin be given to suspected heart attack victims. You can assist a patient with their own medication with their consent. The person should be conscious at the time to prevent choking.

A person`s Good Life Plan should indicate when and what type of first aid medication may be given particularly where this is part of general medication requirements.

Q What if they have their own medication with them.

A If the patient has any medication with them, e.g. for asthma, angina, diabetes etc then you can assist the person to take this medication, with their permission. Where prescribed medication is required for reaction to an allergy or specific medical condition, e.g. diabetes or nut allergy, then specific training and procedures must be adopted prior to any incident.

Q What if the person has diabetes.

A If you know the patient has diabetes or has some form of information e.g. med bracelet, or they are showing signs of diabetes (as described during training) then you should follow the procedure given during training. This may require you to give sugar to the patient but only if they are conscious. You should always ask the person beforehand, if possible.

Q Can I use plasters.

A Yes, unless you know the person has an allergy to plasters. If the person experiences any redness around plaster it should be removed. It is normal after giving first aid for the first aider to follow up an injury and this will highlight any allergies.

Q Can I apply sun block, after sun cream, insect repellent or bite cream.

A The Good Life Plan will indicate whether the person needs support with this. Support workers may advise of their use, especially sun blocks when there is a risk of exposure to the sun.

Appendix 2 – Basic Contents of a First Aid Kit

This is only a suggested content list, the actual contents of the first aid box should reflect the outcome of the first aid needs assessment:

- A leaflet giving general advice on first aid;
- 20 individual wrapped sterile plasters;
- 2 sterile eye patches;
- 2 individual wrapped triangular bandages;
- 6 safety pins;
- 2 large sterile individually wrapped un-medicated wound dressings;
- 6 Medium sized sterile individually wrapped un-medicated wound dressings; and
- At least 3 pairs of disposable gloves.

The number of the above items can be increased depending on the location of the first aid box, e.g. you may wish to have a greater number of adhesive dressings.

Medication must not be stored in the first aid box, aspirin, pain relief medication, creams or burn treatments as these are not recognised first aid treatments.