

Template Policy		
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The Avon Centre First Aid Policy.

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Policy Statement.

The Avon Centre (TAC) has a legal responsibility to make appropriate first aid arrangements for the Centre. “First aid” means:

- (a) In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- (b) Treatment of minor injuries which would otherwise receive no treatment by a medical practitioner or nurse.

TAC has a legal duty to make arrangements to ensure its employees, volunteers, riders, and their carers receive immediate attention if they are injured or taken ill at the Centre. In serious cases an ambulance must be called.

Related Procedures.

- Accident reporting procedure
- First Aid Policy Statement.

Relevant Legislation.

- The Health and Safety Regulations 1981.
- The Management of Health and Safety at Work Regulations 1999.

Duties of the Organisation.

TAC shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to its employees, volunteers, service users and their carers, if they are injured or become ill on site. TAC will:

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- Provide a number of suitably qualified persons to render first aid.
- Ensure that a qualified first aider is always on site when any activities are provided at the centre.
- Cover the cost of any training needs for first aiders, suitably stocked first aid boxes, and the provision of a first aid room.
- Ensure that stock levels in first aid kits are regularly monitored and replenished.

The first aid room must be easily accessible to stretchers and to any other equipment needed to convey patients to and from the room. It must be sign posted and accessible to wheelchair users. The room must be large enough to hold an examination/medical couch, with enough space either side for people to work, and a chair. It must have adequate heating, lighting, and ventilation. The room must be kept clean, tidy, accessible, and available for use at all times.

Lists of first aiders must be displayed about the premises. These lists must be up to date.

For minor injuries, there is no requirement to formally record the treatment (HSE). Any treatment that would need monitoring, must be recorded. For serious injuries, or ill health, the local authority must be notified through the completion of a RIDDOR form. TAC undertakes to periodically review the first aid needs of the Centre.

Duties of the Manager.

- Managers must ensure that employees and volunteers are made aware of the first aid facilities that are available.
- Managers must ensure that the lists of first aiders are available and visible around the centre.
- Managers must ensure that the number of qualified first aiders are adequate.
- Managers must ensure that the first aid room is always accessible.
- Managers will investigate incidents and accidents and report back to the Trustees of the action taken.
- Managers will ensure that the appropriate records are made of any incidents, and, where necessary, RIDDOR forms are submitted.

Duties of Employees and Volunteers.

- Notify management of any injuries they have suffered or witnessed at the Centre.
- Notify first aiders of any allergies they may have, if being treated.
- Comply with the advice given by any first aider.

Conclusion.

The health and safety of all the Centre's employees, volunteers and service users is paramount. All trustees, employees and volunteers must ensure that good practice prevails. Emergencies must be addressed and where necessary, the emergency services summoned.