



# DIVINE RETREAT CENTRE

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# First Aid Policy

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## **1. Introduction**

First Aid is the immediate treatment necessary for the purposes of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First Aid also includes the initial treatment of minor injuries, which will not need treatment by a Medical Practitioner.

The object of First Aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of First Aid are threefold:

- Saving life prompt and initial action
- Preventing the injury or condition from deteriorating
- Helping recovery through reassurance and protection from further danger

## 2. Aims & Objectives

To implement and maintain effective systems for ensuring the provision of adequate and appropriate First Aid equipment, facilities and personnel for the safety of all Volunteers and visitors.

## 3. First Aid Provision

There must be adequate and appropriate provision of First Aid equipment, facilities and appropriately trained staff to enable first aid to be administered to the Volunteers, visitors and retreatants if they become injured or ill.

**A First Aider (FAW)** is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate.

Their role involves:

- Undertaking first aid treatment in accordance with their training
- Summoning an ambulance or other external medical services
- Liaising with the Manager to ensure first aid kits are fully stocked and refilled after use
- Keeping suitable records of all treatment administered

**An Appointed Person** is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- Taking charge when someone is injured or falls ill
- Calling an ambulance (where required)
- Being responsible for first aid equipment eg. re-stocking the first aid box
- Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate)

**An Emergency First Aider (EFAW)** is someone who has undergone an approved Emergency First Aid at Work training course (of minimum one day duration) and who holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where the majority of people that may need first aid are members of the public and not employees. Their role involves:

- Undertaking basic emergency first aid in accordance with their training
- Summoning the assistance of a First Aider where available
- Summoning an ambulance or other medical services
- Keeping suitable records of all treatment administered

### 3.1 Choosing a First Aider

There are some basic qualities which will be needed:

- Calm in a crisis
- Able to pass an examination – practical and written

- Physically able to give CPR
- Have an interest in Health & Safety

### **3.2 First Aid Box**

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available.

First Aiders, Emergency First Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Care should be taken to discard items safely after the expiry date has passed.

### **4. First Aid Training**

It will be the responsibility of Managers to arrange appropriate training for their first aiders. FAW and EFAW certificates are valid for three years. Managers need to arrange retraining prior to the certificate expiry date to obtain another three year certificate. Where retraining has not been undertaken before certificate expiry, it should be completed no more than 28 days beyond the expiry date. The new certificate will be dated from the expiry date of the previous certificate.

If retraining is not completed by the end of this 28 day period, the individual will need to undertake a full FAW course or EFAW course as appropriate, to be re-established as a first aider.

New guidance from the HSE suggests that First Aiders and Emergency First Aiders should undertake annual refresher training over half a day during any three year period to keep skills up to date.

### **5. First Aid Risk Assessment**

A first aid assessment must be completed for the Retreat Centre.

- The Manager will need to carry out a first-aid risk assessment to determine the level of first-aid cover required in the Retreat Centre
- The Manager will monitor the adequacy of first aid provision and revise as necessary
- The Assessment must be reviewed annually
- Where activities are arranged in the community, the Officer-In-Charge should undertake an assessment to determine whether first aid equipment should be provided

### **6. Incident Reporting Procedure**

All incidents requiring First Aid treatment are reportable and must be recorded in the Accident Book. The First Aider will make records of all treatment given at the time of the incident.

### **8. Review of the Policy/Procedure**

This procedure will be reviewed 2 yearly or if changing legislation indicates and communicated to all Health & Safety personnel.

<b>Date Adopted</b>	
<b>Signed</b>	
<b>Review due in</b>	