



FSD ACADEMY

FIRST AID POLICY

Policy Statement

FSD Academy 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. This includes the provision of Qualified First Aiders in the organisation qualified to cope with minor injuries.

Ensures Policy Background

FSD Academy will ensure Staff and Volunteers adhere to the First Aid Policy and to refer to:

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

The Organisation recognises that we are required to plan for first aid at work, to ensure that illness or injury at work is treated and managed in the most appropriate way.

First Aiders

FSD Academy will ensure that a Qualified First Aider is always available on site. They should be contacted via the main office where there is a list displayed with their names.

First Aid Box

All employees 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:

- An HSE leaflet giving general guidance on First Aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile).

- 6 safety pins.
- 6 medium sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped un-medicated wound dressings.
- 1 pair of disposable gloves.

Tablets or medicines should never be kept in the First Aid Box in this organisation and items that are out of date should be replaced and disposed of immediately.

Smaller First Aid Boxes may be carried by Appointed Persons who are care staff and are thus mobile. Appointed Persons who are allocated First Aid Boxes are responsible for checking contents.

First Aid Information (Signs and Posters)

First Aid signs and posters are prominently displayed in the main office informing staff, visitors and users what to do in the event of an emergency and from whom to obtain First Aid assistance, this should include emergency contact telephone numbers.

All staff and volunteers 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.

Record Keeping

In all situations where staff Volunteer or users are injured 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.

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.

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).

Training

Any staff member who wishes to become a Qualified First Aider should contact Matthew Piper. All permanent staff will undertake a first aid course prior to or as soon after they undertake a position at the club. FSD Academy will support and sponsor training for

Qualified First Aider and Refresher Courses in so far as the organisation requires an enough pool of qualified Volunteers or Staff.

A Qualified First Aider must hold a valid certificate of Competence in First Aid at Work or FA First Aid, issued by an organisation whose training and qualifications are recognised. Such certificates are valid for three years and refresher training and re-testing must take place before the qualification expires.

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