



## First Aid Policy

Working at Project X requires all staff members to be fully conversant with this policy and any failure to observe this policy may result in disciplinary action. If you have any concerns regarding any health and safety issues on the premises you have a legal obligation to report these concerns to a member of the senior management team immediately.

Project X recognises the importance of First Aid in saving lives and preventing minor injuries becoming major ones. To this end, we have developed the following First Aid Policy in line with its responsibilities under health and safety legislation to provide adequate and appropriate equipment and facilities for providing first aid in the workplace.

1. To provide a suitably stocked first-aid container in the accommodation where staff and students are staying.
2. To provide two travelling first-aid containers to be carried to locations where staff and students are temporarily located.
3. To appoint a person to take charge of first aid arrangements.
4. To provide information for employees on first-aid arrangements.
5. To appoint and train at least one First-Aider who will:
  - complete a training course.
  - be responsible for giving immediate help to casualties with common injuries or illnesses.
  - Ensure that an ambulance or other professional medical help is called where necessary.
6. To maintain readily accessible accident records for 3 years, as required by law. These will include the date, time and place of the incident; what first aid was given; what happened to the person immediately after the incident and, the name and signature of the First-Aider or person dealing with the incident.

Accident records will include "Reportable" accidents i.e. details of accidents, injuries and diseases which must be reported to the HSE.

7. To provide First Aid accommodation for medical treatment.
8. To isolate and clear up spillages of blood, vomit and excreta safely.
9. To dispose of needles and sharp objects safely.
10. To provide hand washing facilities for all staff, students and visitors.



## First Aid Policy

The trained first aider(s) are:

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First Aiders are responsible for answering calls for assistance, providing support within their competency and for summoning further support if necessary.

The Role of the First Aider

- Attend all calls for first-aid assistance
- Ensure their own safety at all times
- Provide assistance at all times in compliance with their 'First Aid at Work' training
- First Aid Officers must be aware of the limits of their competency and when to call for an ambulance/assistance
- First-aiders are not medical professionals and cannot give medical advice
- Take charge of the casualty until a satisfactory level of recovery has been achieved or until the emergency services have arrived
- Ensure that the condition of the casualty does not deteriorate as far as reasonably practicable by implementing their first aid training
- Refer the patient on to the hospital if they are in the opinion that further treatment/attention is required
- Ensure an accident report is completed by the patient or on their behalf as appropriate
- Keep designated first aid boxes fully stocked and ensure that all items are within their expiry date
- Casualty Transport by Taxi

If further medical treatment is needed, private transportation is not available and the medical circumstances are deemed to be insufficiently serious to warrant deployment of an ambulance then a taxi should be called. A friend or colleague should accompany the casualty and return travel should also be arranged.

- Staff must also be aware that they should not wait for a first aider to make the decision to call an ambulance if it is necessary.

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