

Biennial



**CATS**  
GLOBAL SCHOOLS

# HS 7.0 First Aid Policy

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## Statement of Standard & Objectives:

It is CATS Global Schools Policy to provide sufficient numbers of first aid personnel to deal with accidents and injuries at work in accordance with the recommendations of the health and safety authorities.

## The Specific Requirements:

CATS Global Schools sites will have in place suitable and sufficient local arrangements to ensure that:

- Provision of sufficient numbers of trained First Aiders meets our first aid needs.
- First aid information is communicated effectively.
- There are sufficient First Aiders within the workplace to adequately cover working operations. This includes work outside of standard working hours and weekend working.
- A regularly updated list of all First Aiders and their details will be available at each site.

## Implementation:

Persons with direct responsibility for health and safety on site are responsible for ensuring the implementation of the provision of this policy.

## Guidance

- First Aiders are employees, who have volunteered for the role, have been assessed as suitable and have successfully completed a recognised training course.
- First Aiders will be required to undertake a requalification course every three years.
- Refresher training should be supplied where possible to ensure that skills are kept updated in-between requalification periods as per the schedule outlined for each qualification.
- Numbers of First Aiders are provided in direct relation to the number of employees in a building and any risks inherent in the work undertaken in the buildings. Advice at the time of writing is for one full First Aider for every 100 employees in offices. In schools, colleges and residences, student numbers should be taken into account. These numbers should be supplemented with additional First Aiders to cover absences, weekend working etc. to ensure an adequate number are always on duty.

## Legal Indemnity of First Aiders

It is unlikely that a First Aider giving assistance to a colleague will become subject to legal action because of deterioration in the colleague's condition. However, the Organisation must provide, indemnity for any employee who assists at a first aid incident on behalf of the Organisation, through its insurance policies.

## First Aid Kits

- First aid boxes are provided in the workplace to ensure that adequate supplies are available in accordance with the risks at that site.
- All kits should be clearly signed with a first aid box sign so they can be quickly located, sites should have a clearly visible list of all first aid supply locations that is available to all on site.

- First aid kits will be maintained and restocked, when necessary, by First Aiders, a quarterly check should be undertaken of the kits by First Aiders and recorded on the first aid box contents quarterly record.
- No creams, lotions or drugs will be kept.
- If a casualty has their own medication, the First Aider's role is limited to helping them safely take their own medication.

## Portable First Aid Kits

Portable first aid kits should be provided for employees required to work away from their normal workplace, where access to facilities may be restricted, such as:

- Travelling abroad on business
- Travelling in vehicles on a regular basis, e.g. sales and marketing
- Working in isolated or remote locations
- Employees participating in sporting or social events arranged or supported by the Organisation
- Travelling on student trips and visits.

## First Aid Treatment

- Areas should be defined on each site where first aid treatment can take place if needed. This should be covered in the initial Health and Safety briefing.
- All employees, especially new starters, must be made aware of the location of this area.
- These areas should be used for administering first aid during or after injury, illness, as rest rooms for pregnant women, and for employees who have medical conditions.

## First Aid Meetings

A biennial First Aider meeting should be held on each site to discuss best practice and to ensure procedures are working correctly, this could be incorporated into existing site meetings. These meetings should be minutes and a record of actions kept, these should be shared the Head of Health and Safety so that any support can be provided.

## Records of Treatment Administered

- First Aiders attending an incident must complete the First Aid Incident form. First Aid Incident forms should only be completed by First Aiders, they allow First Aiders to keep a record of any first aid they have administered and allow the Head of Health and Safety to monitor supplies and to ensure the correct first aid procedures and cover are provided across the Organisation.
- Persons who have received first aid treatment are expected to counter sign this document whether they have received or refused treatment.
- A copy of all First Aid Incident forms should be sent to the Head of Health and Safety and Centre Head for Centres.
- If an injury or illness is as a result of an accident at work, the First Aider must advise the person injured to complete an accident form.
- These records should be retained securely for a period of three years after which they must be deleted.

## First Aid Assistance

First Aiders need to be visible onsite and the arrangements for obtaining help clear. First Aiders should be identified visually where possible and by name on noticeboards at each site.

## Related Documents

Document Name	Appendix	Link
CATS Global Schools First aider treatment records	Appendix A (Forms 51.0)	
First aid box contents quarterly check record	Appendix B (Forms 50.0)	



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