

Policy

TITLE		First Aid Policy	
Policy ref:	YH007P	Approval date	April 2024
Owner	Corporate Services Director	Planned review date	April 2027
Department(s):			
Approved by	Transformational Executive Committee		

1. Background	The aim of first aid is to preserve life and reduce the effects of injury or illness. Abbeyfield's approach to first aid is in line with the Health and Safety (First Aid) Regulations (1981) (Regulations), which sets out the essential aspects of first aid that employers must address to ensure staff safety. Whilst the Regulations do not require employers to provide first aid for members of the public, Abbeyfield has adopted the Health & Safety Executive (HSE) recommendations and includes residents, visitors, and other members of the public in our first aid needs assessment and makes provision for them.
2. Objectives	The aims of this policy are to: • ensure that the appropriate level of first aid resources (equipment, facilities, and personnel) are in place within Abbeyfield services • ensure that these resources are maintained adequately.
3. Scope	This policy applies to all Abbeyfield Living Society (ALS) services, including sheltered housing, independent living, care home, nursing home, and care at home services.
4. Policy	4.1 First aid can save lives and prevent minor injuries becoming major ones. Abbeyfield adheres to the definition of first aid as set out in the Regulations: • 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 • Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

	Abbeyfield takes its legal duty to ensure employees receive immediate attention if they are injured or taken ill at work very seriously. Whilst there is no specific legal obligation for Abbeyfield to provide first aid treatment to non-employees, such as residents and visitors, we will do so wherever and whenever possible, if staff and equipment are available. While Abbeyfield will provide first aid treatment to non-employees when required or feasible, contractors working at our sites are required by law to supply their own trained first aid staff and facilities to deal with any accidents their staff may have whilst working. Abbeyfield is committed to providing appropriate resources, such as equipment, and training for its staff to meet our first aid requirements. Each Service Manager is responsible for ensuring adequate first aid cover within their service (see SOP 10.1 Ensuring adequate first aid arrangements for more information). 4.2 Roles and Responsibilities 4.2.1 The Chief Executive Officer (CEO) and the Executive Committee The Chief Executive Officer has overall accountability for first aid provision and risk management, delegating responsibility to the Executive Committee, who will ensure: • Sufficient resources are made available for training and first aid provision within Abbeyfield; and • Accidents and incidents are appropriately managed and investigated to ensure lessons are learnt to prevent a recurrence. 4.2.2 Directors of Housing & Care The Directors of Housing & Care are responsible for ensuring that: • Their staff understand and implement their responsibilities highlighted in this policy and its associated procedure. 4.2.3 Health & Safety Team The Health & Safety Team are responsible for ensuring: • Providing input and guidance to Service Managers, where required, on their service's First Aid Needs Risk Assessment and the action required as a result of this assessment. • Providing support to operational colleagues in the application of this policy and its associated procedure; and • Ensuring that this policy and its associated procedure remains up to date and aligned with current legislation. 4.2.4 Regional Operations Managers The Regional Operations Managers (ROMs) are responsible for:
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	- Reporting any areas of concern regarding first aid provision to the Health and Safety Team, particularly where current practices are causing a high risk to the services and those within them; and - All services within their business area are able to implement the appropriate control measures identified in their First Aid Needs Risk Assessments to mitigate the risk of harm. 4.2.5 Service Managers Service Managers are responsible for ensuring that: - All accidents and incidents are suitably recorded and reported as per the Accidents and Incidents Policy. 4.2.6 First Aiders Staff members who have completed the required training (and are therefore deemed to be a “first aider”) are responsible for: - Administering first aid within the boundaries of their knowledge, skills, and training and ensure any administration of first aid is documented as per the Accidents and Incidents Policy.
5. Finance, Value for Money & Social Value	N/A
6. Linked policies	- Accidents and Incidents (C014P) - Health and Safety (YH009P) - Cardiopulmonary Resuscitation (CPR) (C033P) - Risk Assessment (HSR001P)
7. Relevant Legislation/ Regulation	Data Protection Act (1998) Health and Safety (First Aid) Regulations (1981) Health and Safety at Work (etc.) Act (1974) Management of Health and Safety at Work Regulations (1999) Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) (2013) Social Action, Responsibility and Heroism (SARAH) Act (2015)
8. Guidance	N/A
9. Review	Every 3 years, subject to any regulatory or legislative updates.

Policy

10. Procedure(s)	10.1 Ensuring adequate first aid arrangements SOP
11. Process Map(s)	N/A

Version	Purpose/change	Resident Panel Involvement	Author	Date
1.0	Appendix 3 - First Aid Needs Assessment Form updated		Lesley Garrett	March 2020
2.0	Clarifying minimum training requirements of First Aiders and minimum number of First Aid Boxes in Abbeyfield Properties. Clarifying Abbeyfield's stance on first aid treatment for non-employees.		Mary Boothman / David Coggrave	July 2020
3.0	Separated into policy and SOP. Reference to ADA Compliance Matrix added in to clarify training role requirements. Removed in-depth information regarding RIDDOR and Accident & Incident reporting, as this is already covered in Accidents & Incidents Policy. Added responsibilities for ROMs, L&D Team, and Operational Directors. Terminology altered to suit current requirements. Added first aid box/kit checklist template as an appendix to the SOP.		Mary Boothman	February 2024
3.1	References to the Director of Legal & Compliance changed to Corporate Services Director following corporate restructure.		Mary Boothman	June 2024