



**APRIL COMPLETE CARE SOLUTIONS LTD
(The “Company”)**

First Aid Policy

April Complete Care Solutions Ltd
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1. Purpose

To ensure that in the event of an accident/injury to a member of staff or individuals, the registered manager will have the knowledge and resources required to attend to them.

2. Related Documents

Code of Practice for First Aid in the Workplace

Injury/Incident Reporting and Investigation

Supervision of Children in an Emergency Situation

3. Procedure

3.1 All staff grades will be trained in First Aid and hold a current first aid certificate.

3.2 In the event of an accident involving bleeding, immediate assistance and comfort must be given but every precaution must be taken to protect against exposure to blood in the best possible way. Other people should be isolated from blood, and blood spills should be attended to immediately. Gloves must be worn when dealing with body fluids.

3.3 ALL accidents, both minor and major must be recorded on the "Accident/Incident Form". Details of minor accidents such as cuts, scratches, bruises and bumps must be recorded. Major accidents such as broken bones, burns, asthma attacks, convulsions must be recorded and REPORTED to the individuals next of kin or other staff/professionals. A Regulation 26 to be submitted to CIW.

Details of date, time, location, nature and circumstances of the incident, treatment given are also to be recorded. It is important for insurance purposes that these records are kept up to date.

3.4 Care staff must not attempt to remove splinters.

3.5 If an individual's injury is in the genital area, and the individual is not comfortable with the carer viewing the injury, the individuals next of kin/representative must be contacted immediately or medical assistance sought. An individual should never be forced to show his/her genitals.

3.7 Please be aware that some people may be allergic to band aids and latex gloves.

Steps as follows:

- Assess the situation, danger, injury.
- Reassure individual
- Give medical aid – gloves must be worn when dealing with all body fluids and excreta.
- Seek medical advice
- Inform Manager of the accident and what is being done.
- Carer and Manager to determine arrangements for individuals' well-being.
- Contact relevant parties e.g. next of kin, social worker.
- Complete Accident/Incident Form and forward to your manager.
- Care Providers to report incidents to relevant insurance agencies.

First Aid Information (Signs and Posters) First Aid signs and posters are prominently displayed in the main office informing staff, visitors and service 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. Similar information is included in all care staff induction packs and should be carried by care staff at all times. All staff 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.

Health and Medical Attention

First Aid supplies should be regularly checked and replaced as used.

4. Records

- Completed Accident/Incident Record