**First Aid Procedures**

First aid kits provided will only contain items that the First Aider has been trained to use. They will not contain medication of any kind and will always be adequately stocked. Notices are displayed in prominent areas giving the names of the first aid trained staff and the location of the first aid equipment.

After all accidents, details must be recorded in the accident book, which is located in the office and is completed by the First Aider. To ensure compliance with data protection legislation, the completed accident book forms will be removed and filed in the office.

If employees or their representatives wish to inspect individual records, they can contact the Managing Director who will make them available for inspection.

First Aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained.

The Managing Director is responsible for determining the level of first aid cover required, by undertaking a risk assessment taking fully into account the accident rate at the company.

**ALL** accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is adhered to: -

Seek medical attention from the company’s First Aider or Appointed Person.

The names of the First Aiders or Appointed Persons are written on the first aid notices, which can be found in prominent locations around the company.

The following arrangements should be carried out in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the workplace: -

* First aid personnel must inform management when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list.
* Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.
* Management must ensure that easy access to first aid equipment is available at all times.
* Professional medical assistance must be summoned where necessary.
* Ensure that details of all accidents are reported and entered into the accident book. All major injuries must be reported to the Managing Director as soon as possible.