

First Aid Policy

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First Aid Policy

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First Aid Policy

Introduction

It is BrisDoc's policy to ensure that appropriate first aid arrangements are in place for Co-owners and any visitors or contractors who may be visiting BrisDoc premises. BrisDoc trained first aid personnel may also assist others in the vicinity of the workplace in an emergency if appropriate. In this instance they are operating as first aiders.

The aim of the Health and Safety (First Aid) Regulations 1981 is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. BrisDoc ensures that first aiders in the workplace have attended suitable training, hold appropriate certification, and remain competent to perform this task. In some areas, such as treatment centres, GP practices or Osprey Court, the appropriate first aider may be any clinician registered and licensed by their professional body.

First Aid – Statement of Commitment

BrisDoc recognises its general duty to ensure the health, safety and welfare of its co-owners, contractors, and anyone else who may be affected by its activities, so far as is reasonably practicable. BrisDoc will comply with the provisions of the Health and Safety at Work Act 1974, and all relevant subsidiary regulations

Adhering to The Health and Safety (First Aid) Regulations 1981 is a legal requirement. Regulation 3 of the act says that as an employer BrisDoc has a duty to make adequate provision for first aid for co-owners, visitors and any contractors who are on site.

Policy Principles

First aid arrangements include sufficient first aid trained or professionally licensed and registered clinical workers. This will be dependent on the location, and business requirements. BrisDoc will maintain an adequate supply of first aid equipment and sufficient information for staff to enable first aid assistance to be sought during normal working hours.

BrisDoc will ensure that an assessment of first aid requirements for each workplace is made. This will be appropriate to the workplace circumstances, hazards and risks.

BrisDoc will ensure that all regular places of work including vehicles have a regularly checked first aid kit in place. Responsibility for ensuring the contents of first aid kits is checked routinely for their service rests with the Facilities, Service or Practice Managers.

First aid and accident book information is shared with all employees during their induction and will also be shared with them when they attend each new location. In addition to this, there is signage to show where the first aid box is stored.

Should a visitor or contractor feel unwell, or have an accident, then the co-owner supervising the visit will be responsible for contacting the first aider.

Emergency care support will be obtained by calling 999.

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Accident Reporting

The accident book should be completed by either the person who has had an accident or the first aider if the person is unable to do it themselves.

If a visitor or contractor has had an accident, the person supervising the visit and the first aider, have a joint responsibility to ensure that an entry is made in the accident book. Accidents will be reported to the Quality Manager via an incident report form along with a copy of the accident form. Reported accidents will be recorded and managed through the organisation's approved incident management system and reported quarterly to the Finance, Risk and Digital Committee using the Health, Safety and Security Group's Assurance Report. Accident reports and actions will be monitored by the Health Safety & Security Group.

BrisDoc will ensure that RIDDOR reporting requirements are adhered to as stated under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Co-Owner Training

Where required (if no registered clinical staff are present) named first aiders in the workplace have attended suitable training, hold appropriate certification, and remain competent to perform this task.

Where staffing levels are suitably low and a designated first aider is not available or required on site, a nominated person will be identified to take responsibility for coordinating first aid arrangements. This includes duties such as ensuring access to first aid equipment. The nominated person is not expected to provide treatment beyond their level of competence but will ensure appropriate assistance is available promptly.

Details of the nominated person and arrangements for obtaining first aid support will be communicated to co-owners and made available at each workplace. The nominated person for the organisation is the Facilities Manager.

All co-owners will complete a statutory and mandatory training annually to reduce the risk of work place accidents or injuries.

First Aid Kits

The first aid kit will not be removed from its designated place without a cascade notice being sent to all co-owners.

Any loss or damage to first aid equipment must be reported immediately to your line manager who will liaise with the responsible person.

Workplace first aid kit contents

BrisDoc will ensure that first aid kits contain as a minimum the following items.

ITEM	QUANTITY
GUIDANCE CARD	1

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FIRST AID IN AN EMERGENCY BOOKLET	1
INDIVIDUALLY WRAPPED STERILE WIPES	30
WASHPROOF PLASTERS (ASSORTED SIZES)	1 BOX
STERILE EYE PAD	3
TRIANGULAR BANDAGES (90CM X 90CM X 130CM)	3
LARGE STERILE DRESSINGS (18CM X 18CM)	3
MEDIUM STERILE DRESSINGS (12CM X 12CM)	4
NITRILE POWDER FREE GLOVES (PAIRS) LARGE	9
FOIL BLANKET	2
MICROPORE TAPE (2.5CM X 10M)	2
TUFF-KUT SCISSORS	1
REVIVE AID FACE SHIELD	1
BURN DRESSING / OINTMENT (10CM X 10CM)	2
STERILE FINGER DRESSING (3.5CM X 3.5CM)	3
CONFORMING BANDAGES (7.5CM X 4.5M)	2
RELIPORE XTREME DRESSING	1
TRAUMAFIX DRESSING	1

These items will be placed in a suitable container marked with a white cross on a green background.

Vehicle first aid kit contents

BrisDoc will ensure that our Vehicle first aid kits contain as a minimum the following items.

ITEM	QUANTITY
GUIDANCE CARD	1
FIRST AID IN AN EMERGENCY BOOKLET	1
DISPOSABLE HEAT RETAINING FOIL BLANKET	1
RELIPOREXTREME ADHERENT DRESSING PAD (8CM X 10CM)	1
INDIVIDUALLY WRAPPED STERILE WIPES	10
DISPOSABLE TRIANGULAR BANDAGES (90CM X 90CM X 130CM)	1
TUFF-KUT SCISSORS	1
NITRILE POWDER FREE GLOVES (PAIRS) LARGE	2
REVIVE AID FACE SHIELD	1
BURNSHIELD DRESSING / OINTMENT (10CM X 10CM)	2

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TRAUMAFIX DRESSING (10CM X 18CM)	1
MEDIUM STERILE DRESSINGS (12CM X 12CM)	1
WASHPROOF PLASTERS (ASSORTED SIZES)	10

These items will be placed in a suitable container marked with a white cross on a green background.

Change Register

Date	Version	Author	Change Details
August 2019	1.2	CL Nicholls	Mapped to new policy template, updated value slides, included ClarityTeamNet and relevant new governance structure arrangements.
September 2019	1.2	CL Nicholls	Routine review and update
February 2023	1.2	Traci Clutterbuck	Policy mapped to new policy template. Language changed from employee to co-owner, Accident reports are shared quarterly via the Assurance Report to the Quality Board. All accidents should be reported as learning events and a copy of the report shared with the Quality Manager
August 2026	1.3	Traci Clutterbuck	Routine review and update, meeting group names updated. The use of LERIS/ClarityTeamnet wording changed to avoid updating the policy when a new QMS is operational Paragraph added to describe when a nominated individual will be responsible for first aid