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| **CAL-HS-PD-3901** |
| **First Aider Rules** |
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| **Procedure** |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
| Rev: | Date: | Reason for Review: | Nature of Changes: | Prepared by: | Checked by: |
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# PURPOSE

1. The purpose of this procedure is to outline the rules to which first aiders will follow.
2. First aiders play an important role in our business. For this reason, we have devised some simple rules which should be followed at all times.

# DO

1. Staff should always:

* act in accordance with their training at all times
* respond promptly to any request for assistance
* summon further medical help where necessary
* look after the casualty until they have recovered, or further assistance has arrived
* ensure their own safety at all times
* fill out the accident book as to the symptoms complained of and the treatment given
* ensure that all first aid boxes/kits are kept adequately stocked and a first aid box checklist is completed on a monthly basis
* keep their manager informed of annual leave dates, wherever possible

# DON’T

1. Staff should never:

* keep medicines in any first aid boxes
* attempt to give treatments that they are untrained for
* attempt to make a diagnosis of a medical complaint or injury
* recommend a medicine to anyone seeking first aid
* admit that we are responsible for an accident. The issue of liability is determined solely by our insurers/lawyers following an investigation into all circumstances surrounding an accident
* provide first aid without a current certificate

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