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# The HOLT First Aid Policy

**Purpose**
In an emergency situation first aid aims to maintain life, prevent further harm / injury, ease pain and prevent deterioration of the person's condition until professional medical help can be obtained.

To provide immediate care to an injured or ill person, carried out within a limited range of skills, until the injury or illness is managed or a higher level of care presents such as: a doctor, a paramedic, or a nurse.

**Policy**
The HOLT is committed to providing timely and appropriate first aid care to staff, clients, and visitors. The HOLT will endeavour to have a suitable number of trained first aid officers for its site, and provide first aid facilities to administer appropriate and adequate first aid treatment in the event of a person sustaining an injury or illness. All training and refresher training will be at the cost of The HOLT.

**Procedure**
The First Aid Audit must be completed bi-annually:

* External Training will be provided
* Selected staff will attend training for certification
* “First Aid Officer” will be indicated on signage throughout the office and Centre
* Once the injured or ill person has been assisted contact HR or Manager
* If required the most senior HOLT employee should prepare Critical Incident Report.
* All injuries will be recorded on the incident register for incidents or injuries,
* Data will be reviewed on a regular basis to ensure there are no trends in injuries that need to be minimised.

**First Aid Kits**
The HOLT First Aid Kits are reviewed and restocked by the Safety Manager.

The Safety Manager must ensure there is a first aid sign above every first aid box, and a review will be completed by Safety Manager every time the First Aid Kit is restocked.

**Responsibility**
It is the responsibility of Manager and/or HR to ensure that:

* Adequate and appropriate First Aid Facilities are provided.
* Appropriate and adequate First Aid Officers training is arranged for staff.
* First Aid Officers’ training is up to date and certificate current.

It is the responsibility of First Aid Officers to:

* Assess if medical assistance is required.
* Administer appropriate First Aid in accordance with their training.
* Maintain First Aid records as outlined in this procedure.
* Maintain confidentiality with regard to information obtained as part of their role.

 It is the responsibility of HR to:

* Inspect and maintain First Aid Facilities.

Policy owner: Juliet Bell

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Signed: 