**First Aid Management and Control Policy**

Aberdeenshire council will demonstrate that, in regard of managing the risks associated with First Aid it will:

* Identify and assess sources of risk
* Prepare a control system for preventing, reducing or controlling the risk
* Implement and manage and monitor precautions
* Maintain suitable and sufficient records of the precautions implemented and will carry this out for each Aberdeenshire Council premises within the Council’s control.
* Appoint a person to be responsible for the management and maintenance of the control system and measures adopted.

The Manager of the establishment has the day to day responsibility for the implementation of these procedures to ensure, so far as is reasonably practicable, the safety of employees and others at council premises

Management has a statutory duty to ensure that compliance is active, continuous and effectively policed.

The Council must be able to demonstrate it has:

* Identified all the relevant factors
* Instituted the appropriate corrective or preventive actions and
* Is monitoring the effective implementation of the required solutions.

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| **FIRST AID**  **POLICY**  **and**  **GUIDANCE**  ***This guidance document is intended to provide information and advice that will ensure the Health and Safety (First-Aid) Regulations 1981(Reviewed 2009) are implemented throughout Aberdeenshire Council.*** |

**Policy**

The ***Health & Safety at Work (First-Aid) Regulations 1981*** **(Reviewed 2009)** require employers to provide adequate and appropriate first aid, equipment and facilities. It also requires employers to provide sufficient numbers of suitable persons for rendering first aid.

Aberdeenshire Council is committed to meeting these duties and will ensure that appropriate information is available to ensure suitable and sufficient arrangements are in place within each service and at each site for which they have responsibility

**Indemnification of Persons Undertaking First Aid Duties**

Aberdeenshire Council will fully indemnify its staff against claims for alleged negligence arising from the administration of first aid to employees or third parties, providing the members of staff in question are acting within the scope of their employment at the time and following Aberdeenshire Council guidelines in relation to administration of first aid to employees or third parties, and hold [a current first aid qualification delivered by an, SQA accredited trainer.](http://arcadia.ad.aberdeenshire.gov.uk/intranet/itradpub.nsf/0/9c8b9b5775c88fd780257beb0041b7ef/$FILE/First+Aid+Training.doc)

**Duties & Responsibilities**

A responsible person with responsibility for managing first aid for each establishment will produce relevant first–aid procedures and arrangements specific to their premises.

It is the responsibility of Managers and Supervisors to ensure that their employees and other persons for whom they are responsible are made aware of and understand this guidance.

**Shared or multi-occupancy**

Where there is a shared or multi occupancy building the first aid requirements must be agreed by all parties with responsibility for managing first aid and communicated to all relevant persons. They must ensure that there are adequate and appropriate equipment, facilities and personnel to enable first aid to be provided if any occupant is injured or becomes ill at work.

Click here for [Guidance (BS 8599)](http://arcadia.ad.aberdeenshire.gov.uk/intranet/itradpub.nsf/0/9c8b9b5775c88fd780257beb0041b7ef/$FILE/BS%208599-1%20First%20Aid%20Box%20Contents.pdf) giving suggested provision of first aid supplies

In order to determine [numbers of first aiders](http://arcadia.ad.aberdeenshire.gov.uk/intranet/itradpub.nsf/0/9c8b9b5775c88fd780257beb0041b7ef/$FILE/Suggested+numbers+of+First+aid+personnel+Chart.doc) required and what is adequate and appropriate a [First Aid Risk Assessment](http://arcadia.ad.aberdeenshire.gov.uk/intranet/itradpub.nsf/0/9c8b9b5775c88fd780257beb0041b7ef/$FILE/CHECKLIST+FOR+ASSESSMENT+OF+FIRST+AID+NEEDS.doc) must be carried out by the person/s responsible for the premises. When this assessment is complete a [Record of First Aid provision](http://arcadia.ad.aberdeenshire.gov.uk/intranet/itradpub.nsf/0/9c8b9b5775c88fd780257beb0041b7ef/$FILE/RECORD+OF+FIRST+AID+PROVISION.doc) should be completed and retained

**Staff with Medical Conditions & Administration of Medication**

Where any individuals have a condition that may require emergency treatment it should be communicated to their line manager and first aiders made aware of their condition. (i.e. epilepsy, diabetes)

## First Aid Training

## There are 2 categories of training available ‘in-house

## One Day Emergency First-aid at Work (EFAW 6 hours)

## Three Day SQA First-aid (AFAW 18 hours)

## Training can be booked through Arcadia in the Book Training section

## All first aid training must be authorised by the relevant service managers.

## Records of Treatment

## ALL treatment must be recorded.

## It is important to ensure that the any treatment given is recorded in a suitable accident book. If relevant the incident/accident must be recorded on the [Councils Corporate Accident Recording Database](http://domino-quickr.ad.aberdeenshire.gov.uk/intranet/abshahse.nsf/AbsAccHomePage?ReadForm). This database can only be accessed by authorised administrators.

## If emergency services are called they may require information on the treatment provided.

## Evidence of any treatment may also be required to support or defend any insurance claim. This could be in the form of an entry into an accident book or a report filed in the Councils Corporate Accident Recording Database.

**Further Information**

If you require any further information, advice or clarification of any part of this guidance please contact the Health & Safety Unit on 01224 664118.

The HSE have produced various useful documents regarding First Aid in the workplace including those listed below:

“First Aid at Work-Your Questions Answered” <http://www.hse.gov.uk/pubns/indg214.pdf>