

# First Aid Procedure

Reference Number	HS – 0450PR
Version Number	1.0
Date of Issue	April 2025
Policy Owner	Assurance and Compliance Directorate
Policy Lead	National Lead for Health and Safety
Ratified	ELT April 2025
Next Review	April 2027

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## Purpose

The National Autistic Society will set up necessary arrangements for planning, control, and reviewing its safety measures. It will also implement first aid precautions to protect so far as is reasonably practicable, employees, volunteers, clients, contractors, and visitors.

These precautions will follow The Health and Safety (First-Aid) Regulations 1981

- managing the provision of first aid (first-aid kit, equipment, rooms etc);
- requirements and training for first-aiders;
- requirements for appointed persons;
- making employees aware of first-aid arrangements

## Definitions

### The National Autistic Society defines

- a. **First Aider** – A first aider is a person trained to take care of individuals involved in an emergency who has completed the First Aid at Work (FAW) (3 Day Qualification)
- b. **Emergency First Aider** – A emergency first aider is a person trained administer basic life saving who has completed the Emergency First Aid at Work (EFAW) (1Day Qualification)
- c. **Appointed Person** – A person that takes charge of a first aid, does not administer first aid. The AP may or may not have attended Appointed Person training.
- d. **Mental Health First Aider** – A suitably qualified person that have completed the MHFAider qualification (12 hours) that provide initial support, encouragement, and signposting of a person to identify and access sources of professional help and other support.

## Compliance

All staff members who fail to comply with the requirements of any of The National Autistic Society Health and Safety policies and procedures may be subject to disciplinary action.

## First Aid Arrangements

### Off-site procedures

When taking people off the premises, staff will ensure they always have the following:

- A mobile phone
- A travel first aid kit
- Information about the specific medical needs
- Next of Kin contact details

Risk assessments will be completed by the trip leader and checked by the visit lead prior to any visit that necessitates being off premises.

There will always be at least 1 first aider on trips and visits, Outings will only be undertaken if it is safe to do so.

### Events

The requirement for first aid provision at an event will depend on how many people are involved, the type of activity they are doing, and what first aid facilities are already available at the venue. A risk assessment will identify the first aid provision needed.

Most small community events are considered low risk. For events with anticipated attendance of:

Fewer than 500 people a minimum of two qualified first aiders

More than 500 to 2000 people a minimum of four qualified first aiders

More than 2000 people requires more planning and consideration.

Where a third party first aid provider is in place, it is still a requirement to report all first aid events and accidents, copies of the third-party accident forms are to be retained and sent to Health and Safety.

## Mental Capacity Act (2005)

Central to any aspect of care delivered to adults and young people aged 16 years or over will be the consideration of the individuals' capacity to participate in the decision-making process. Consequently, no intervention should be carried out without either the individual's informed consent, or the powers included in a legal framework, or by order of the court.

Therefore, the National Autistic Society is required to make sure that all staff working with individuals who use our service are familiar with the provisions within the Mental Capacity Act (2005). For this reason, all procedural documents will be considered, if relevant to reflect the provisions of the Mental Capacity Act (2005) to ensure that the rights of individual are protected and they are supported to make their own decisions where possible and that any decisions made on their behalf when they lack capacity are made in their best interests and least restrictive of their rights and freedoms.

## Record-Keeping and Reporting

First aid and accident record

An accident form will be completed by the first aider/relevant member of staff using the approved format and method on the same day or as soon as possible after an incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident, including all the information included on a CPOMS report.

Records of accidents and incidents will be retained by for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

## Reporting to the HSE

The National Lead for Health and Safety will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The National Lead for Health and Safety will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

## Notifying next of kin

The Principal/Registered Manager will inform next of kin of any accident or injury sustained, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

If a head injury next of kin will receive a phone call immediately after the incident.

## Reporting to Regulatory Authorities

The Principal / Registered Manager will notify Regulatory authorities of any serious accident, illness or injury to, or death while in the National Autistic Society's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## Training

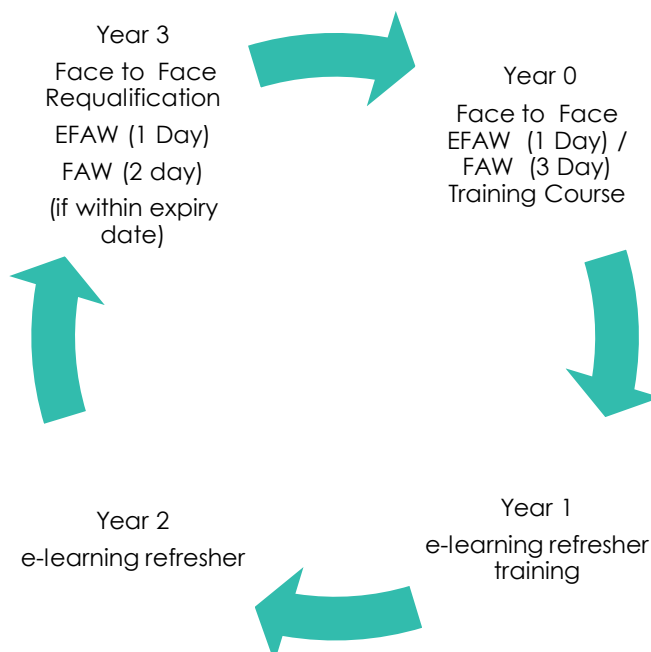
Training needs are risk assessment based, so the requirements may change depending on the circumstances of the working environment, the actual work being completed and the number of staff members present in the work area.

To access first aid training, contact the learning and development department.

For an individual to demonstrate they have a competency in first aid or emergency first aid at work they must hold a certificate that contains the following information as a minimum:

- name of training organisation
- name of qualification
- name of individual
- a validity period of three years from the date of course completion; and
- an indication that the certificate has been issued for the purposes of complying with the requirements of the Health and Safety (First-Aid) Regulations 1981

## Training Cycle



## Monitoring Arrangements

This policy will be reviewed by the National Lead for Health and Safety every two years. At every review, the policy will be approved by Executive Leadership Team and Governing body

Registered Managers/ Principals/ Business Managers will monitor by:

Completion of an annual risk assessment to decide the first-aid provision required

How: Premises inspection.

Who: Designated managers or their deputies.

Reported to: National Lead for Health and Safety.

Frequency: Annually.

Completion of regular checks of the first-aid equipment

How: Premises inspection.

Who: Designated managers or their deputies.

Reported to: National Lead for Health and Safety.

Frequency: Annually.

Maintenance of a record of first aiders holding the certified first aid at work or certified emergency first aid at work course

How: Annual check to keep the record up to date.

Who: Designated managers or their deputies.

Reported to: National Lead for Health and Safety.

Frequency: Annually.

## Related Documents

First Aid Policy

Health and Safety Policy

Risk Assessment Policy

Accident Policy

Lone Working Policy

Home Working Policy

Medicine Management Policy