



10. First Aid Policy & Procedure

10.1 Statement

Wyke Community and Children's Centre recognises that the competent administration of first aid can save lives and prevent minor injuries becoming more serious. We are committed to ensuring that all appropriate staff are well trained and skilled at administering first aid.

10.2 Implementation & Procedure

As a minimum requirement, the lead person delivering any service should act as the 'appointed person' and must take responsibility for responding to an accident.

There should be a First Aider on site who is known to all staff, where this is not possible e.g. where the service is being delivered in an alternative setting - the lead person at that venue should be a First Aider or be aware of the host organisations named First Aider.

Responses are:

Minor Injury

- Provide first aid equipment to the injured person if appropriate
- Record the accident in the Accident Book (held in the main office)

Major Injury

- Contact the emergency services if appropriate without delay
- Record the accident in the Accident Book (held in the main office) and report to the Centre Management team for further action

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which do not need treatment by a medical practitioner.

10.3 Roles and Responsibilities

All employees have a responsibility for offering first aid. The Centre Management will ensure that there is adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to all employees and service users.