



Institute
for Education

First Aid Policy

Version 1.0

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1 Introduction

- 1.1 The Institute for Education (IfE) acknowledges its responsibility and is committed to providing first aid facilities and services for staff, course participants and visitors in accordance with the requirements of current legislation.

2 Aims

- 2.1 The Policy seeks to:

- Specify minimum requirements for the provision of first aid services, including first aid personnel and their training, first aid equipment and first aid facilities.
- Ensure compliance with the requirements of the [Occupational Health and Safety Authority Act XXV11\(2000\)](#) and subsequent amendments, the [Work Place \(First Aid\) Regulations, \(S.L.424.13\)](#) and [Work Places \(Health, Safety And Welfare\) Regulation, \(S.L.424.09\)](#) and subsequent amendments, and including the requirements to record all injuries and to encourage preventive activities within the workplace.

3 Responsibilities

- 3.1 Senior Managers are responsible for:

- Ensuring that adequate resources have been allocated for carrying out First Aid in accordance with this First Aid Policy;
- Reviewing the performance of managers, staff and course participants with regard to their occupational health and safety responsibilities and potential needs for First Aid;
- Ensure that appropriate records are kept.

- 3.2 Managers are responsible for:

- Ensuring adequate personnel and facilities are available;
- Monitoring the effectiveness of first aid services.

- 3.3 First Aid Officers are responsible for:

- Providing first aid, as required;
- Arranging prompt and appropriate referral to external Emergency Services (e.g. Ambulance) or medical professionals in cases where the needs assessment exceeds the First Aid Officer's training;

- Liaising as appropriate with external emergency service (i.e. ambulance) and providing information regarding the current situation, assessed needs and first aid administered;
- Ensuring that first aid kits are fully serviceable and stocked;
- Conducting regular checks of stock levels and ensuring that no unauthorised stock (i.e. no medication, including headache preparations, creams, lotions or other products whose sterility cannot be maintained - antiseptic creams) is stored in the kits;
- Ensuring the supply of accident/injury notification forms;
- Recording and completing the first aid incident on the IfE's accident/injury notification form.

3.4 Staff and Course Participants

- Participate in development of risk assessments, and discuss the need for the provision of First Aid;
- Participate in induction and First Aid training programs as instructed by the Senior Management;
- Ensure that emergency procedures and equipment are in place for high risk activities;
- Wear Personal Protective Equipment (PPE) as provided by the IfE in compliance with First Aid training;
- Review and update First Aid provisions in relation to change in the work activities. This should be done in consultation with the line manager;
- Reporting all work place injuries and illnesses to the Human Resources Manager within 48 hours.

4 Recording and Reporting of Injuries

- 4.1 All First Aid Officers shall record all first aid incidents on the IfE's accident/injury notification form.
- 4.2 Copies of the notifications are available near all first aid kits, and administrative areas.
- 4.3 The original copy of the first aid injury notification is to be fully completed and forwarded to the Human Resources Manager within 48 hours of the incident.
- 4.4 All notifications should endeavour to record as much information as possible, as this assists in meeting the IfE's statutory obligations for investigation purposes and keeping of records.

5 Training

- 5.1 Training and renewal of first aid qualifications for First Aid Officers will be coordinated and arranged through the Human Resources Department.
- 5.2 When a person nominates or is appointed a First Aid Officer that person is entitled to receive training at no charge to them during normal working hours.

6 Relevant documents

- [Occupational Health and Safety Authority Act XXVII \(2000\)](#)
- [Work Place \(First Aid\) Regulations, \(S.L.424.13\)](#)
- [Work Places \(Health, Safety And Welfare\) Regulation, \(S.L.424.09\)](#)
- [Health and Safety Policy for Course Participants](#)
- [Health and Safety Policy for Employees, Persons on a Contract for Service & Visitors](#)
- Health and Safety Plan
- [Health and Safety Manual](#)
- [Accident Reporting Procedure](#)

7 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	18/02/2019	Initial Release