

First Aid

No matter what type of premises you have and irrespective of the nature of your activities, First Aid facilities should be provided for employees and visitors in the event of illness or injury whilst on your premises.

Type of facilities

The type of facilities required depends on a variety of factors. Issues to consider are:

- ❖ Nature of activities undertaken (high or low risk)
- ❖ Number of people involved
- ❖ Distribution of those people
- ❖ Location of nearest doctor and ambulance station
- ❖ Accessibility in the event of an emergency

First Aid arrangements

All staff and volunteers should be aware of the arrangements for administering First Aid and the location of any First Aid kits or room. This is particularly important if your activities are potentially hazardous or are carried out away from your normal place of work.

First Aid kits

First Aid kits should be identified by a white cross on a green background. They should contain sufficient quantities of the required materials and be replenished as soon as possible after use. The items should include only those that the nominated First Aider has been trained to use and must be appropriate for the circumstances of use. There is no mandatory list of items that should be included in a First Aid container. The Health and Safety Authority (HSA) operating under the Safety, Health and Welfare at Work Act 2005, provide the following guidelines, where no special risk arises in the workplace, a minimum stock of First Aid items for a workplace with up to 25 staff would normally be: -

- ❖ a leaflet giving general advice on First Aid;
- ❖ 20 individually wrapped adhesive plasters;
- ❖ 2 sterile eye pads (bandage attached);
- ❖ 6 Individually wrapped triangular bandages;
- ❖ 6 safety pins;
- ❖ 6 medium-sized individually wrapped sterile unmedicated wound dressings – approximately 10cm x 8cm;
- ❖ 2 large sterile individually wrapped unmedicated wound dressings approximately 13cm x 9cm;
- ❖ Extra large individually wrapped sterile unmedicated wound dressings – approximately 28cm x 17.5cms;
- ❖ 8 Individually wrapped wipes;
- ❖ 1 x Paramedic shears;
- ❖ 2 pairs of latex gloves;
- ❖ Additionally, where there is no clear running water, Sterile Eye Wash;
- ❖ First Aid kits should be stored in an area where conditions will not readily contribute to their deterioration and be checked on a regular basis;
- ❖ They should be sited in the workplace at the closest proximity to the area of which has the highest likelihood of an accident occurring.

First Aid training

All First Aiders should be trained and certificates of competence obtained. Training should include specialised training on hazards specific to the activities undertaken.

First Aid co-ordination

Where First Aiders are not available, appointed persons may be nominated to take charge of the co-ordination of activities in the event of an emergency occurring. Appointed persons are only responsible for summoning trained personnel or professional assistance and should not administer First Aid treatment other than emergency treatment, and then only when specifically trained.

Records

Records of First Aid treatment provided should be maintained and be made available when requested by a Health and Safety Inspector. The records should contain the following information:

- ❖ Name and address of person treated;
- ❖ Occupation;
- ❖ Date of entry;
- ❖ Date and time of incident;
- ❖ Place and circumstance of incident;
- ❖ Details of injury and treatment given;
- ❖ Signature and address of person making entry.