



# First Aid Policy for SSA Star Care

**!** Please ensure this document is read and understood by all new members of the team.

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# First Aid

## General Statement

SSA Star Care is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries at work.

SSA Star Care will provide information and training on first aid to employees to ensure that statutory requirements and the needs of SSA Star Care are met.

Should employees have concerns about the provision of first aid, they should inform a responsible person so SSA Star Care can investigate and rectify the situation if necessary.

The person responsible for the implementation of this policy is \_

## Arrangements

### First-aid personnel

First-aid personnel are employees who have volunteered for the role and have been assessed as suitable. SSA Star Care will also nominate an appointed person to take charge if a first aider is unavailable in exceptional circumstances. SSA Star Care understands that the appointed person does not need to be a qualified first aider, but will be given a clear indication of the responsibilities required and will be appropriately trained.

First aiders are qualified personnel who have received formal training in accordance with risk-assessed requirements of SSA Star Care. First-aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

SSA Star Care will ensure there are sufficient first-aid personnel within the workplace to adequately cover every shift. This includes night shifts and weekend working.

### Legal indemnity of first aiders

It is unlikely that first-aid personnel giving assistance to a colleague will become subject to legal action because of deterioration in the colleague's condition. However, SSA Star Care can guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists an employee who becomes ill or is injured.

### First-aid boxes

First-aid boxes will be provided within the workplace as required to ensure there are adequate supplies for the nature of the hazards involved. Only specified first-aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

First-aid kits of the appropriate size and type will be placed in the main office as indicated by a first-aid risk assessment.

First-aid boxes will be maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for re-ordering supplies.

### Portable first-aid kits

Portable first-aid kits will be available for staff members required to work away from the office.

### Recording accidents

All accidents, however minor, must be recorded. SSA Star Care will provide an accident book in which all incidents must be noted. The accident book will be kept in the main office.



It is the responsibility of employees to ensure they complete an entry in the accident book as soon as possible after an injury. When the injured person is unable to enter an account into the accident book, the first aider or witness (where relevant) should do so. When an accident results in admittance to hospital or inability to continue work, the relevant manager must be informed immediately.

### First-aid supplies

For the purposes of maintaining first-aid supplies, first aiders should keep a record of supplies used, by whom and for what reason.

### Training

All staff formally identified as requiring to fulfil a qualified first aider role or an appointed person role will be supported to access appropriate training, including refresher training. SSA Star Care will keep records of all training completed and will expect all such staff to keep their training up to date.

SSA Star Care also recognises that care workers who work alone also benefit from having basic first-aid training in case of injury to the person being visited or to assist themselves or others if there is an accident.