



Yatton Parish Council

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OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham

First Aid Policy **Adopted February 10th 2025** **Review April 2027.**

The First Aid Policy applies to staff members, contractors and hirers of Yatton Parish Council's facilities are places for which the Council is responsible.

First Aid is the prompt treatment in life threatening situations pending medical assistance or the instantaneous treatment for minor injuries i.e. cuts, bruises etc.

First Aid does not cover the administration of drugs, medications or aftercare treatment.

Occupational First Aider.

An occupational first aider means a person who is well trained, competent and qualified in occupational first aid. If a particular or unfamiliar hazard is present, the first aider must receive extra or specialized training specific to the first aid needs of that hazard.

Yatton Parish Council First Aiders are:

Aleana Baird

Jeff Shipway

Megan Thurgur

Lucy Kehoe

Responsibilities of the Clerk as Facilities and Staff Manager.

The Clerk should ensure that first aid arrangements are identified and addressed accordingly. The first aid requirements must be incorporated into the risk assessment for any applicable areas of work or facilities management and regularly reviewed.

First Aid kits must be available to members of the public hiring the facilities and for staff in the office. The grounds team will be provided with first aid kits and any additional first aid materials specific hazards of their work i.e. eye station and chainsaw standard first aid kit with tourniquets, a whistle and haemostatic dressings (to be kept with chainsaw equipment and taken to all chainsaw work).

The tractor and van both have first aid kits.

All kits must be monitored to check all contents remain available at all times and in date. In particular, the kit in the hall/kitchen must be checked as this may have been used without the knowledge of staff members.

Any injuries, illnesses or near misses will be reported immediately and recorded in the Accident Book. Any serious injury/illness/disease must be reported as stipulated under

the legal requirements and guidance of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The Clerk must arrange all First Aid training for staff including any specialist training as required.

All staff must report any missing or used stock from First Aid Kits immediately.

Procedures in the event of an incident of injury or illness.

A First Aider must be informed immediately and they will examine the person and decide on whether to

- In the case of a minor injury/illness treat the person or if serious the call the Emergency Services.
- Refer to a doctor.
- Advise the person to go home.
- Advise the person to return to work.

If a person is sent home or to a health service they should be accompanied by a responsible person. The person's family (with consent) should be informed and if possible come and stay with them.

The person must remain accompanied until they have been treated and can either be taken home or return to work.

If they are going home and they are a member of staff then the Clerk or Chairman must be informed.

If the Emergency Services are required the First Aider should follow this sequence:

- Designate a person/other First Aider to call the Emergency Services they should give an accurate location, how many people need help and the condition of the patient/s, give any potential hazards. Remain on the phone call until the operator has all information they require.
- Return to the incident and inform the First aider this has been done.
- Ensure clear access for the Emergency Services on arrival.