



- on/in first aid kits
- on safety noticeboards
- ensure infection control practices are followed during the provision of first aid and in the disposal of first aid waste
- invite staff to confidentially disclose their medical conditions, especially if the condition is potentially life threatening (e.g. anaphylaxis), to determine any first aid processes required. All arrangements are to be made in *consultation* with the individual
- maintain confidentiality of an individual's information
- maintain records of injuries/illnesses and first aid provided
- monitor and review the effectiveness of first aid measures at least annually or on an as needs basis.

EMPLOYEES

All staff have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and for reporting injuries and illnesses.

NOMINATED FIRST AID OFFICERS

The role of Nominated First Aid Officer (NFAO) encompasses

- the provision of a service for the emergency treatment of injuries or illness
- arranging prompt and appropriate referral of casualties to medical aid as required
- recording treatments and reporting incidents
- the maintenance of first aid facilities, including first aid equipment, and keeping clean, checking and restocking first aid kits
- liaison with other NFAOs to ensure co-operation in all aspects of the role
- keeping up to date lists of Nominated First Aid Officers, their contact numbers and locations, and information on what to do in a medical emergency prominently displayed in the building.

Maintenance of First Aid Kits

It is the responsibility of Nominated First Aid Officers to ensure kits are kept clean, tidy and stocked. This includes replacing items such as sterile eyewash solution ampoules before their expiry dates. An NFAO may be responsible for the maintenance of more than one kit in a building. Where there are multiple first aid kits and multiple NFAOs in a building, the NFAOs must share the kit maintenance responsibilities.

Note: - kits are to be checked every 3 months using CSCS First Aid Checklist and re-order forms submitted to CSCS Administration.

5. SIGN OFF

Company Representative:

Signed:

Date:

18-03-21

Name:

Martin Dooner

Position:

CSCS General Manager