

**First Aid Policy**

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| **Approved by:** | Head of Centre | **Date:** 06.02.2023 |
| **Last reviewed on:** | 06.02.23 |
| **Next review due by:** | 06.02.2024 or in response to any changes in legislation |

Centurion has made suitable first aid arrangements for our workplaces. Centurion has achieved this by undertaking a first aid needs assessment to determine the necessary first aid provision to ensure first aid is rendered to our employees should they be injured or become ill at work.

We have provided the minimum legal requirement of an appointed person and a suitably stocked first aid kit. We will provide additional facilities and arrangements when deemed necessary within our first aid needs assessment, such as the provision of first aid trained personnel or additional equipment and facilities if required.

We have identified nominated personnel as our appointed person with responsibility for maintaining our first aid arrangements which includes monitoring our first aid kit contents and keeping it suitably stocked and having responsibility for contacting the emergency services if necessary.

Where we have appointed trained first aider(s) they will be responsible for this function and the content of the first aid kit will be restocked after each use. If an accident occurs at work or while a member of staff is on company business elsewhere, a full report should be made as soon as possible by the person completing the report or the incident investigator.

The forms are located in the main office. The accident should be brought to the attention of management. In general, our approach will be:

* Any physical injury should be assessed. Minor injuries may be dealt with by trained/qualified first aiders using equipment from the first aid box. If more serious injuries are suspected, the local doctor’s surgery must be consulted and/or an ambulance called.
* Employees should be aware of the risks of moving or attempting to move anyone with suspected neck, back or head injuries. **IF IN DOUBT YOU MUST NOT ATTEMPT TO MOVE A PERSON WITH SUSPECTED NECK, BACK OR HEAD INJURIES.**
* In the case of an accident at work, which involves or may involve physical injury, one of the appointed trained first aiders must be contacted immediately.
* The Trust ensures that adequate systems are in place and communicated to the employees and other relevant parties in relation to accidents and incidents at work.

Our first aid needs assessment will be reviewed at regular intervals as part of our ongoing health and safety management arrangements and altered accordingly in light of change in need. The first priority is always to help injured people, and when this has been achieved, we will then consider the needs of the accident investigation and prioritise actions depending on severity, and as directed by management following our accident investigation process.