

Community HeARTs - First Aid Procedure for Onsite First Aiders



1. Assessment and Safety

a. Assess the Situation

- i. Quickly assess the scene to ensure it is safe to approach. If there are any ongoing hazards (e.g., fire, electrical hazards), ensure safety measures are in place before proceeding.

b. Assess the Injured Person

- i. Approach the injured person calmly and assess their condition. Check for responsiveness and breathing.

c. Call for Assistance

- i. **Call Emergency Services:** If the injured person requires immediate medical attention (e.g., unconscious, severe bleeding, suspected spinal injury), call emergency services (dial 999 or your local emergency number).

d. Notify Relevant Personnel

- i. Inform the designated person or supervisor at Community HeARTs about the incident and the need for medical assistance.

2. Provide First Aid

a. Administer First Aid

- i. Provide appropriate first aid based on your training and the nature of the injury. This may include:
 1. CPR (if necessary and trained to do so)
 2. Controlling bleeding
 3. Applying dressings or bandages
 4. Managing shock
 5. Providing reassurance and comfort

b. Use First Aid Equipment

- i. Use any available first aid equipment or supplies as needed (e.g., first aid kit, automated external defibrillator (AED), protective gloves).

3. Documentation and Reporting

a. Complete an Accident Report Form: Document details of the accident or incident, including:

- i. Date, time, and location of the incident
- ii. Nature of the injury or medical condition
- iii. Actions taken and first aid provided
- iv. Any witnesses present

b. Report to Management: Submit the completed Accident Report Form to designated management or HR personnel as per Community HeARTs policy.

4. Follow-Up Actions

- a. **Follow-Up Care**
 - i. Provide information to emergency responders upon their arrival. Cooperate with their assessment and treatment efforts.
- b. **Support the Injured Person**
 - i. Offer support and reassurance to the injured person until medical help arrives.
- c. **Review and Debrief**
 - i. After the incident, review the effectiveness of the response and identify any areas for improvement. Provide feedback to relevant personnel if necessary.

5. Review and Training

- a. **Review Procedures Regularly**
 - i. Regularly review first aid procedures and protocols to ensure they are up to date and aligned with best practices.
- b. **Attend Training and Updates**
 - i. Attend regular first aid training sessions and updates to maintain proficiency in first aid techniques and procedures.

Further Actions & Considerations

- 6. **Legal Considerations**
 - a. Ensure compliance with local health and safety regulations and legal requirements regarding first aid provision.
- 7. **Documentation**
 - a. Keep accurate records of all first aid incidents, treatments provided, and follow-up actions taken.
- 8. **Communication**
 - a. Maintain clear communication with emergency services, management, and affected individuals throughout the process.