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.