

# First Aid

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# Introduction

## **1.1 Context**

The aim of this policy is to provide employees with accurate information regarding their responsibilities in providing First Aid.

## **1.2 Purpose**

Having the correct level of first aid responders and equipment in each pharmacy is of key importance. It is important to assess the first aid requirements in order to ensure that there is correct allocation of trained and available first aiders and equipment, taking into account for holidays and potential sickness.

## **1.3 Scope**

This policy applies to Pharmacy Managers and any suitably trained employee who may be called upon to administer first aid.

# Procedure

## **2.1 Provisions of first aid**

The requirements for first aid facilities and equipment and, where appropriate, occupational first aiders apply to all places of work to which the Safety, Health and Welfare at Work Act 2005 applies and to employers and the self-employed alike.

Different work activities involve different hazards and, therefore, different first aid equipment may be necessary. Some places of work (e.g. offices, libraries) have relatively low hazards whereas others (e.g. factories, construction sites) often have a greater degree of hazard or specific hazards. Requirements will therefore depend on several factors including the size of the undertaking, the numbers employed, the hazards arising, access to medical services, dispersal of employees, employees working away from their employer's premises and workers in isolated locations.

## 2.2 Recommended contents of first aid boxes and kits

The table below gives a broad indication of the type of first aid equipment and supplies which should be provided. First aid equipment should be conveniently located and up to date. Your trained first aider must maintain the supply levels in each of the kits and record their details within the first aid kit.

Materials	Contents		
	1-10 persons	11-25 persons	26-50
Adhesive Plasters	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	4
Individually Wrapped Triangular Bandages	2	6	6
Safety Pins	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10x8cms)	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13x9cms)	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (no. 3) (28x17.5cms)	2	3	4
Individually Wrapped Disinfectant Wipes	10	20	40
Paramedic Shears	1	1	1
Examination Gloves Pairs	5	10	10
Sterile Water or Sterile normal saline (0.9%) for eye irrigation	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1
Water based burns dressing small (10x10cm)	1	1	1
Water based burns dressing large	1	1	1
Crepe Bandage (7cm)	1	2	3

### **2.3 Special Hazards**

Where a workplace has employees exposed to any special hazards such as:

- Risk of poisoning by toxic substances, e.g. certain cyanides or related compounds.
- Risk of burns from corrosive or oxidising substances, e.g. hydrofluoric acid.
- Risk of accidental exposure to hazardous substances, e.g. toxic, irritant or asphyxiant gases, requiring oxygen for resuscitation.
- Other specific risks identified in the safety statement.

At least one first aid kit as set out in column 2 of the table above should be provided, together with any special equipment or antidotes. It should be located as close as possible to the site where a hazardous process is carried out.

### **2.4 Supervision of first aid equipment and supplies**

In your workplace the occupational first aiders must control the first aid boxes and kits. Otherwise they should be under the control of a named responsible person.

## 2.5 Recommended numbers of occupational first aiders

The table below gives a broad indication of the numbers of occupational first aiders that should be provided in different circumstances where the risk assessment carried out as part of the safety statement indicates the need for them.

The numbers should be doubled if the workplace is more than one hour away from medical assistance.

These requirements do not preclude other employees who are trained to a lower level of skill in first aid.

Type of Workplace	Maximum No. of employees present at any one time	No. of Occupational FirstAiders
Factory, construction site, surface mine and quarries	Up to 49	1 if Safety Statement Risk Assessment shows it necessary.
	50-149	Minimum 1
	150-299	Minimum 2
	More than 300	1 extra for every 150 employees or part thereof
Underground mines		1 for every 10 employees or part thereof.
Other workplaces	Up to 99	1 if Safety Statement Risk Assessment shows it necessary.
	100-399	1
	400-699	2
	More than 700	1 extra for every 300 employees or part thereof.

Where an occupational first aider is absent in temporary and exceptional circumstances, the employer may appoint another person to take charge of any injured or ill person until medical assistance is obtained. The persons functions, if he/she has not received training in basic lifesaving skills, would be to obtain medical assistance as soon as possible and to ensure that nothing further occurs which would worsen the condition of the injured person.

## **2.6 Recording of incidents**

After an incident has taken place, contact Allcare Retail Operations Department on 01-4287709 who will forward the relevant accident and incident forms for completion. Any supplementary documents such as statements or photographs should be returned with the Incident / Accident Report Forms.

Details of all cases treated by occupational first aiders should be entered in to the incident / accident report form. These records will be readily available and shown to a Health and Safety Authority inspector if requested.

## **2.7 Training**

Occupational first aid training requirements will be identified by your Health & Safety Coordinator based on risk assessments, the size and location of the pharmacy. Your pharmacy will be notified of requirements and scheduled training details.

## **2.8 Additional Support**

Additional support for managers and employees is available through the following:

- Business Manager
- Health & Safety Coordinator
- Human Resources Department

## Definitions

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