

First Aid Procedure

This document is relevant to:	
Trustees	✓
Staff	✓
Volunteers	✓

Purpose

To explain First Aid Procedures.

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Introduction

The Dorset Mind office has up to 5 Dorset Mind employees and up to 2 volunteers based at the premises and has several visitors a day (work colleagues and members of the public).

Arrangements

The appointed person for First Aid is Andrea Kenney who is responsible for stocking, maintaining and checking on a fortnightly basis the first aid box.

The first aid box is situated in the office.

Should any item from a first aid box be used the relevant appointed person must be informed afterwards to enable the box to be re-stocked.

In the event of an incident occurring where a person requires urgent medical assistance the ambulance service should be called by dialling 999 by the person discovering the situation. The address should be given in full.

Persons who have not received training in First Aid should not attempt to treat the casualty unless following the instructions of a suitably qualified individual such as the ambulance service telephone operator.

Procedure Ownership

Procedure Name	Version	Doc ref
First Aid Procedure	1.0	First Aid Procedure

Date published	Date for next review
February 2016	February 2018

Approval and review status

Approved by	Signature	Date

Consult the Chief Executive for the latest version of this procedure.

Document Control

Reviewers

Name	Position
Chris Price	Chair of Trustees
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Change History

Issue	Date	Author	Reason
1.0	Feb 16	Chris Price	New policy