**SOP 3**

**First Aid**

Security personnel are required to administer first aid he/she must be a **QUALIFIED FIRST AIDER,** who should act in accordance with instructions given on the 3 day First Aid at Work Course.

Untrained officers should **NOT** render first aid, nor give medical advice. Should such a situation occur the officer concerned will be deemed to be acting on his/her behalf and may be liable to prosecution if wrong treatment or advice is given.

First Aiders only act as a first response to an accident or illness in order to maintain life until the casualty is handed over to a more qualified person, i.e. ambulance technician/paramedic, or unless the accident/illness is of a minor matter and the person is able to safely resume their duties. However in such circumstances suitable advice may be given, i.e. to refer to a G.P. should symptoms persist?

The first, First Aider on scene will continue to deal with the casualty until relieved by the emergency services, or until the casualty is fit to resume his/her normal duty.

First Aiders should not dress old wounds; instead the casualty should be referred to his/her G.P. or local hospital.

**Site Emergency telephone number xxxxxx**

## REPORTING

If a qualified First Aid trained officer administers first aid then he/she shall report this to the site incident line on:xxxxx

On receiving a call from an emergency First Aider on site requesting an ambulance:

Immediately call the emergency services on 999 requesting an ambulance.

Ensure the FM Manager Security Manager/Supervisor is briefed on the incident.

Communicate with Reception to ensure concise and safe delivery of Emergency service to injured party.

Complete Incident Report form & log book

## FIRST AID BOXES

First Aid boxes are located on xxxxxxxxxx Security Officers are responsible for checking all First Aid boxes on site weekly (ARE THEY). These are then report on the form provided if items are missing from the kits and have had to be re-plenished.

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**Treatment:**

It should be the responsibility of the First Aider on scene to assess the situation and make a decision as to whether he/she can see the incident through to a satisfactory conclusion or whether, for example, an ambulance should be summoned.

If he/she are unable to return back to work, the First Aider will advise them to rest at home, and if their condition persists or deteriates, to contact their GP or visit the local hospital.

Security personnel should not accompany casualties to hospital; however they should be escorted by a friend or work colleague.

## Record of the incident

After the incident it is the responsibility of the First Aider to ensure that an entry is made in the site Accident book and that a comprehensive entry is made in the D.O.R. This **MUST** include all relevant information, e.g. Full details of casualty, names of witnesses, time and date, location of accident, details of ambulance attending if applicable and conclusion of incident.

The instructions contained in the above paragraph are only applicable when Security officers deal with first aid cases.

**Hospital contact**

XXXXXXX

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| SPECIFIC INSTRUCTIONS RELATING SOP3  |
| On the dates below I certify that I have received and fully understand the training in the correct use of the instructions specific to contract as specified by this procedure.  |

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| OFFICERS NAME | PIN NUMBER | DATE TRAINING COMPLETE | OFFICER SIGNATURE | MANAGER SUPERVISOR NAME  | MANAGER SUPERVISOR SIGNATURE |
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