

## First Aid Procedure

If an incident/injury occurs within the CCG area of NHS Rotherham – Oak House that requires first aid assistance please contact a first aider in the first instance, if none are available, please contact one of our registered nurses.

### First aiders

Helen Wyatt – 2042

Alison Hague – 2188

If the incident / injury occurs within the shared areas e.g. Car park, Learning area; please contact reception on 01709 302000 (internal extension 2000) and ask for a first aider to attend, give the location of the injured party, and brief details of the injury. Reception will contact a first aider in the building who will attend.

### **Procedure for Reception Staff**

NHS Property Services Ltd (NHS PS) has agreed that reception is the point of contact for first aid for the shared areas of Oak House.

If reception receives a call requesting first aid assistance, details of the location of the injured party and brief details of the injury must be taken before reception contact a NHS PS First aider.

When the identity of the injured person and organisation the person is either visiting or a member of becomes known, reception will notify the respective organisation and request assistance.

### **Procedure for first aiders**

You may receive requests direct from staff or via reception to attend to injuries. If you receive a request it is up to you to pass or play, please do not refuse to attend, take the request and either attend yourself or pass immediately to another first aider who can attend ensuring there is no delay.

On completion of the incident please complete an incident report form and ensure that any consumables from the first aid box are replaced.

### **Procedure for restocking first aid boxes**

The first aid boxes will be inspected bimonthly by a member of the Health and Safety Team to ensure they are fully stocked and ensure that nothing is out of date.

The first aiders will ensure that if an incident has occurred and consumables have been used, the Corporate Team are informed so stock can be replaced.

### **First aid box location**

Second floor First aid boxes are located on the windowsill opposite the kitchenette and on the windowsill next to the stationary cupboard

First aid provision on the ground floor is supplied by NHS PS and is located on reception and in the kitchen area within the ground floor office.