

Oxford Orthodontic Centre

FIRST AID POLICY

1. Policy Statement

It is practice policy that:

- There is a sufficient number of trained personnel, equipment and information available to ensure that someone competent in basic first aid techniques can rapidly attend an incident during normal working hours
- A fully qualified first aider is always available during normal clinical hours to attend an incident

2. Responsibilities Under The Policy

2.1 The Practice Manager is responsible for

- Ensuring first aid needs within the practice is assessed and addressed
- Organising provision of first aid training
- Organising recall of first aiders for refresher training

2.3 First aiders are responsible for

- Responding promptly to calls for assistance within their area
- Providing support with their competence
- Summoning further help, if necessary
- Reporting details of treatment provided