



# **First Aid & Dealing with Emergency Situations Policy**

**Issued by Regeneration, Economy & Assets**

**July 2017**

# **First Aid & Dealing with Emergency Situations Policy Quality Record**

<b>Revision</b>	<b>Date</b>	<b>Description</b>	<b>Stage</b>	<b>Agreed</b>
Draft	28.7.21	1 <sup>st</sup> revision	Draft	
Draft		Single Member Decision		
	5.7.21	EqIA	Approved	5.7.21

<b>Contents</b>	<b>Page</b>
1. Policy statement	4
2. Purpose	4
3. Scope	4
4. Definition	4
5. What support can staff provide in case of emergency	4
6. Equalities	5
7. Responsibility	5
8. Related documents	5
9. Review date	5

**This Policy is available in larger print.  
Please contact Human Resource if you require  
assistance.**

## **1. Policy statement**

- 1.1 Nuneaton and Bedworth Borough Council's Independent Living Service aims to provide a safe environment in which residents can maintain their independence whilst maximising their well-being.
- 1.2 This policy also aims to protect both residents and staff; staff are not equipped to provide medical care or paramedic services.

## **2. Purpose**

- 2.1 The purpose of this policy is to:
  - This policy will ensure that the Independent Living team adopts a consistent, fair and transparent approach; in the way it deals with first aid and emergency situations to all customers living in a council owned property.

## **3. Scope**

- 3.1 This policy will ensure that Nuneaton and Bedworth Borough Council's Independent Living Service adopts a consistent, fair and transparent approach in the way it deals with first aid and dealing with emergency situations in Independent Living schemes. The policy also covers customers living in a council owned property or people attending events organised by Nuneaton and Bedworth Borough Council.
- 3.3 Nuneaton and Bedworth Borough Council's Independent Living Service will manage emergency situations within Independent Living Schemes.
- 3.4 Independent Living Officers and Wellbeing Officers are trained and equipped to provide Basic Emergency First Aid only.
- 3.5 Nuneaton and Bedworth Borough Council's Independent Living Service staff are not equipped to provide any 'Medical Care or 'Paramedic Services' therefore, emergency services will always be contacted in circumstances where these services are required.

## **4. Definition**

- 4.1 Nuneaton And Bedworth Borough Council's Independent Living Service has defined first aid and dealing with emergency situations as, the giving of basic emergency first aid and Independent Living Officers and Wellbeing Officers will be reactive to possible emergency situations that may arise during their working day.

## **5. What support can staff provide in case of an emergency?**

- 5.1 Nuneaton And Bedworth Borough Council Independent Living Service supports staff to provide Basic First Aid in the event of an emergency in limited circumstances some examples of these are:
  - Service users having an injury such as a cut/bleeding possibly resulting from fall/injury within either their private dwelling or within a communal area.
  - Life threatening injury, such as respiratory or cardiac arrest.

- 5.2 Due to staff not being trained or equipped to provide medical care other than basic emergency first aid, the emergency services will be contacted in all cases where there is a serious risk to the well-being of the casualty.
- 5.3 Where an individual suffers a fall, staff are not trained to lift the casualty; in such circumstances the emergency services will be requested to 'lift' the casualty.
- 5.4 All instances of administering first aid in an emergency will always be recorded along with details of the action taken.
- 5.5 An accident/incident form will also be completed and forwarded to the appropriate line manager and health & safety team.

## **6. Equalities**

- 6.1 Nuneaton and Bedworth Borough Council's Independent Living Service is committed to promoting equality of opportunity and to eliminating unlawful discrimination on the grounds of race, age, disability, gender, sexual orientation, religion, belief, class, financial status and any other difference that can lead to discrimination or unfair treatment.

## **7. Responsibility**

- 7.1 The Landlord Services Manager retains the overall responsibility for the implementation of this Policy
- 7.2 The Landlord Services Manager, Landlord Services Team Leader and Independent Living Co-ordinator are responsible for the operational delivery of this policy and the associated procedures. This includes responsibility for monitoring and reviewing, staff awareness and training, policy development and communication to tenants.

## **8. Related Documents**

- Advanced Directive (Living Wills) Policy
- Manual Handling Policy

## **9. Review date**

- 9.1 Every three years or on the introduction of new legislation, regulation or good practice guidance.