

## **FIRST AIDER**

### ***Definition***

A first aider is a trained person in administering first aid to any worker who is injured or becomes ill whilst at work. As far as is practicable, a first aider(s) should be readily available at all working hours or every shift.

### ***Number of Trained First Aiders***

The **number** of first aiders in any work organization is based on assessments of:

- ❖ the number of employees e.g. in lower risk industry e.g. retail shops, for every 50 workers – at least 1 first aider must be available
- ❖ the nature of the work activity
- ❖ the size of the establishment and distribution of workers at the worksite
- ❖ the situation of the work activity in relation to the nearest hospital or other emergency medical services that may be required.

### ***Criteria Needed to be a First Aider***

Attributes needed to be a successful first aider are

- ❖ Must be reliable
- ❖ Good in communication skills
- ❖ Have a good aptitude for learning
- ❖ Able to cope with medical emergencies.

### ***Responsibilities of a First Aider***

- ❖ Take charge when someone is injured or become ill
- ❖ Supervision of first aid facilities e.g. maintaining and replenishing of first aid box(es)
- ❖ Training of staff on first aid
- ❖ Should be readily available during all working hours / every shift
- ❖ Maintain proper recordkeeping in relation to first aid treatment i.e. details of injured person(s), accident/injury, treatment, referral arrangements and subsequent management.

### *Training*

In order to be a certified first aider, you must:

- ❖ Attend and pass a current **first aid at work** (basic accident response) course with a refresher course every two years.

Additional training requirements should be reviewed periodically for courses that may be better suited to individual workplace needs.