	First Aid Policy Policies		Document Number: 2P-SHE-17.03
	Department: Safety, Health & Environment	Effective Date: January 23, 2020	Revision No 0

Objectives

The main objective is to eliminate or minimize injuries that may cause harm to employees.

Scope

This policy covers all employees of F2 Logistics Philippines, Inc. and F2 Global Logistics Inc., and other personnel working within the organization.

All employees are encouraged to participate in complying, developing, implementing, and enforcing Occupational Health and Safety policies and procedures.

Ownership

The Chairman and/or Vice Chairman of Safety, Health and Environment Committee are responsible for ensuring that this document is cascaded to all concerned personnel and making sure that it will reflect actual practice.

Definition

First Aid

First-aid emergency care or treatment given to an ill or injured employee before regular medical aid can be obtained.


Certified First Aider

A person who has undergone a training course in administering first aid at work and holds a current first aid at work certificate following attendance at a training course delivered by a provider who meets the Occupational Safety and Health standards for first aid training. However, First Aider is often not a qualified health care professional and is not required to perform the duties one. First Aider is expected to provide immediate assistance until a medical and professional personnel take over.

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First Aid at Work Certificate (FAW)

There should be at least one individual per unit that will undergo first aid and basic life support training to immediately address in case of any accidents

1. Administer first aid to a casualty with injuries to bones, muscles and joints including suspected spinal, chest and eye injuries, sudden poisoning or anaphylactic shock.
2. Recognize the presence of a major illness including (heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.
3. Importance of preventing cross infection
4. The need for recording incidents and actions
5. Use of available equipment and improvise if equipment isn't available.
6. Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
7. Administer first aid to a casualty who is unconscious (including seizure)
8. Administer first aid to a casualty who is choking, wounded and bleeding or in shock
9. Practical first aid for minor injuries such as cuts, burns, scalds, grazes
10. Provide learning session or awareness about basic first aid to employees

Appointed Person (AP)

Appointed Person refers to a person who has been appointed by a Chairman and/or Vice Chairman to take charge in a medical emergency in the absence of a First Aiders, he/ she should assist the first aider to check and as appropriate replenish the first aid kit if necessary.


First Aid Kit

A complete first aid kit in accordance to the requirements of Occupational Safety and Health Standards will be placed inside the company clinic. However, a mini medicine kit containing basic first aid kit will be given to each floor per unit for quick access in case of an accident or emergency.

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Each mini kit will be assigned to the care of Business Unit Certified First Aiders who will be responsible in maintaining full stock and replace out of date stock as necessary. The contents of each kit may vary slightly depending the number of employees per unit. First aid kit should be placed in a readily accessible area.

First Aiders are not to administer or dispense any medicines unless there is patient's consent and witness are available.


In accordance to Occupational Safety and Health Standards, the company must have the following medical supplies and these should be stored in a container which is not porous, is dust proof, can be sealed and is large enough to hold all items.

CATEGORY	SEQ	ITEMS	QTY
I. MEDICINES	1	Topical Antiseptic, cc.	120
	2	Antiseptic eyewash, cc.	120
	3	Isopropyl Alcohol, cc.	240
	4	Aromatic Spirit of Ammonia, cc.	30
	5	Toothache drops, cc.	15
	6	Hydrogen peroxide solution, cc.	240
	7	Burn ointment, tube	1
	8	Analgesic/Antipyretic, tablets	40
	9	Anti-histaminic tablets	20
	10	Antacid tablets	20
	11	Anti-diarrhea tablets	20
	12	Anti-spasmodic tablets	20
	13	Antihypertensive tab.	20
	14	Coronary vasolidator tablets	20
	15	Anti-Asthma tablets	10
	16	Anti-hemorrhagic tablets	20
	17	Glucose solution 5%, 500 cc., bottle	2
	1	First Aid pamphlet	-

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II. MEDICAL SUPPLIES AND EQUIPMENT	2	First Aid box	1
	3	Thermometer	1
	4	Disposable Face Mask, box	1
	5	Disposable Gloves, box	1
	6	Stethoscope	1
	7	Sphygmomanometer	1
	8	Sterile gauze pads	1
	9	Gauze bandage, roll	5
	10	Adhesive tape, roll	1
	11	Absorbent cotton	1
	12	Bandage scissors	*
	13	Triangular bandage	1
	14	Safety pins	1
	15	Tongue depressors wooden	*
	16	Hot Water bag	1
	17	Ice bag	1
	18	Disposable hypodermic syringes with needles 2.5 cc.	1
	19	Rubber tourniquet	10
	20	Venoclysis set (IV tubing butterfly)	1
	21	Minor surgical instruments	1
	22	Forceps	-
	23	Sterilizers	*
	24	Waste pail	-
	25	Soap cake	1
	26	Examining table	*
	27	Linens	-
	28	Bed	-
	29	Stretcher	-
	30	Cabinet for medicine and supplies	-
III. MEDICAL FACILITIES	31	Treatment Room	1

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Giving First Aid

If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted and asked for assistance.

First Aider will assess the situation and ask consent to provide immediate help and stay with casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary

Medical Support

When a first aider thinks that a casualty needs urgent medical treatment, he/she will arrange for casualty to be taken to the nearest hospital and an ambulance will be called, if he/she thinks it is necessary. Either the first aider will remain with the casualty and accompany them to the hospital or ask appropriate team member to stay with them.

Recording First aid related injuries


The following protocols must be followed:

1. All employees must immediately report any occupational injury, accident or near miss to the first aider, safety officer or their immediate leader. Reporting can be thru call, text, email, Viber or submitting Incident report
2. Immediate leader must immediately report to the first aider and safety officer about the incident. If an injury occurs, a record must be kept using the Investigation report form and include the following, this will be discussed to the SHE Committee Meeting and be reported to DOLE if needed.
 - a. The date and time the illness or injury
 - b. Name of first aider
 - c. Name and qualifications of person giving first aid
 - d. A description/nature of illness or injury
 - e. Where at the work side the incident occurred
 - f. Treatment and supplies used

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Employer Responsibilities

1. Employer shall provide adequate equipment and facilities to provide administration of first aid to an injured or become ill at work employees.
2. Employer should ensure there are suitable certified first aider to render first aid provision if an employee is injured or becomes ill. A person shall not be deemed competent unless they have undergone such training and qualification to become a competent and Certified First Aider.


Employees Responsibilities

1. Employees should make themselves familiar with the first aid policy.
2. Employees should immediately report any matters that present a serious and immediate danger or where there are shortcomings that may be a damage in the workplace health and safety. The reporting of hazardous and unsafe conditions is therefore a statutory duty of every employee.

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Annex A. First Aid Treatment Record



First Aid Treatment Record

Kit location: _____

Please complete each time the kit is used

Date and time	Name of first aider	Full name of injured party (include student or staff number where possible)	Injury Details	Location (where injury occurred)	Treatment and supplies used

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