

SOP: First Aid Response and Medical Emergency Procedures

This SOP details the **first aid response and medical emergency procedures** necessary to effectively manage injuries and health crises within the workplace. It covers the immediate assessment of the injured or ill person, the provision of appropriate first aid, activation of emergency medical services, communication protocols, and documentation of incidents. The procedures ensure swift, organized, and compliant responses to medical emergencies, promoting the health and safety of all employees and visitors.

1. Purpose

To provide systematic procedures for dealing with medical emergencies and injuries in the workplace to minimize harm and comply with relevant health and safety regulations.

2. Scope

This SOP applies to all employees, contractors, and visitors present at the workplace.

3. Responsibilities

Role	Responsibility
All Employees	Immediately report injuries or illnesses, assist as directed.
First Aid Officers	Provide first aid, assess the situation, activate emergency services if required, document incidents.
Supervisors/Managers	Ensure SOP adherence, maintain records, arrange debriefs after incidents.
HR/Safety Officer	Review incidents, oversee training, maintain first aid kits and emergency contacts.

4. Procedure

- 1. Immediate Assessment**
 - Ensure scene safety for self and others.
 - Quickly assess the person's level of consciousness, breathing, and signs of severe bleeding or trauma.
- 2. First Aid Response**
 - Provide appropriate first aid based on the injury or illness (see first aid protocols for CPR, bleeding, burns, etc.).
 - Use only trained personnel for advanced first aid.
- 3. Activation of Emergency Medical Services (EMS)**
 - If critical, call emergency services (e.g., 911), providing clear details about location and nature of emergency.
 - Assign a person to direct first responders upon arrival.
- 4. Communication**
 - Notify a supervisor or manager immediately.
 - Maintain calm and concise communication with all parties involved.
- 5. Follow-up and Documentation**
 - Document the incident using the company's Incident Report Form as soon as practical.
 - Submit reports to HR/Safety Officer and retain for record-keeping.

5. Related Documents

- First Aid Protocols/Manual
- Emergency Contact List
- Incident Report Form
- Workplace Health and Safety Policy

6. Review and Training

- First aid response training to be provided annually for designated personnel.
- SOP to be reviewed and updated annually or after major incident.