

# Standard Operating Procedure (SOP)

## First Aid and Medical Emergency Response Procedures

This SOP details **first aid and medical emergency response procedures**, including immediate assessment of injuries, provision of basic first aid treatment, communication protocols for summoning advanced medical help, use of emergency medical equipment, documentation of incidents, and training requirements for personnel. The objective is to ensure timely and effective response to medical emergencies, minimizing harm and promoting safety within the workplace.

### 1. Scope

This procedure applies to all employees, contractors, visitors, and other personnel present within the facility.

### 2. Responsibilities

- **Employees:** Respond appropriately to emergencies and follow SOP procedures.
- **First Aid Responders:** Provide immediate care and activate emergency support as required.
- **Supervisors/Managers:** Ensure staff are trained and SOPs are accessible.
- **Safety Officer:** Maintain first aid supplies and oversee compliance.

### 3. Procedure

1. **Immediate Assessment**
  - Assess the safety of the scene for responders and the injured person.
  - Perform a quick assessment to determine the nature and severity of injuries or illness.
  - Do not move the injured person unless there is imminent danger (fire, collapse, etc.).
2. **Provision of First Aid**
  - Administer basic first aid as per your level of training (CPR, bleeding control, etc.).
  - Use personal protective equipment (PPE) as necessary (gloves, masks, etc.).
3. **Communication Protocols**
  - Call for emergency medical services (e.g., dial 911 or internal emergency number).
  - Provide clear information: location, nature of emergency, number of people injured, contact information.
  - Assign a person to meet and guide external responders to the incident site.
4. **Use of Emergency Medical Equipment**
  - Utilize available first aid kits and Automated External Defibrillators (AEDs) if trained and required.
5. **Incident Documentation**
  - Record the incident details using the standard incident report form.
  - Include time, date, people involved, type of injury, treatment given, and actions taken.
  - Submit reports to the Safety Officer within 24 hours.
6. **Post-Incident Actions**
  - Debrief involved personnel to review response effectiveness.
  - Check and replenish first aid supplies used.

### 4. Training Requirements

- All staff must undergo basic first aid and emergency response training annually.
- First aid responders must hold a current, recognized first aid and CPR certification.

### 5. References

- Health and Safety at Work Regulations
- Emergency Medical Service Contact Information
- Company Emergency Response Plan

### 6. Revision History

Date	Version	Description	Approved By
2024-06-10	1.0	Initial version	Safety Officer