

First Aid at Work Procedure

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Contents

1	Purpose	3
2	Related Documents	3
3	Procedure.....	4
3.1	First Aid Information.....	4
3.2	Needs Assessment.....	4
3.3	Risk Assessment for First Aid Cover.....	5
3.4	Training	6
3.5	First Aid Boxes and their Content	6
3.6	First Aid Treatment	8
4	Definitions	8
5	How this Procedure will be Implemented.....	8
5.1	Training Needs Analysis	8
6	How the Implementation of this Procedure will be Monitored.....	9
7	References	9
8	Document Control	10
9	Appendices	10
	Appendix 1 – First Aid Points of Contact Form.....	11
	Appendix 2 – First Aid Box Checklist.....	12
10	Equality Analysis Screening Form	13

1 Purpose

Following this procedure will help Trust staff to identify and control risks in relation to The Health and Safety (First Aid) Regulations 1981.

These regulations require employers to ensure that there is adequate and appropriate first aid provision for employees who are injured or become ill at work. A suitable person must be appointed to take responsibility for first aid provision

2 Related Documents

This procedure describes what you need to do to implement the First Aid at Work requirements section of the Health and Safety Policy.



The Health and Safety Policy defines roles and responsibilities which you must read, understand and be trained in before carrying out the procedures described in this document.

This procedure also refers to:

- ✓ Incident Reporting and Serious Incident Review Policy

3 Procedure

3.1 First Aid Information

Under the First Aid at Work Regulations 1981, provision of first aid cover within the workplace applies to treatment of staff. The level of cover should be based on a needs assessment.

Provision of first aid treatment to patients and clients does not fall under these regulations, however, the Trust has a duty of care to provide first aid treatment to patients and clients whilst in our care or on our premises. The provision of first aid treatment to patients would be carried out by qualified doctors, nurses or fully qualified first aid personnel.



The following statement has been provided by the Health and Safety Executive (HSE) re first aid provision by qualified medical doctors and nurses:

'The training of qualified medical doctors registered with the General Medical Council and nurses whose names are registered in Part 1, 2, 10 or 11 of the Single Professional Register maintained by the United Kingdom Central Council for Nursing, Midwifery and Health Visiting (now known as the Nursing and Midwifery Council), qualify them to administer first aid. Where such doctors and nurses are employed the employer may take that into account in determining first-aid provision.'

3.2 Needs Assessment

An employer should make an assessment of first aid needs appropriate to the circumstances (hazards and risk) of each workplace.

The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. 'First-aid provision must be adequate and appropriate in the circumstances'. This means that sufficient first-aid equipment, facilities and personnel should be available at all times, taking account of alternative working patterns, to:

- Give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work;
- Summon an ambulance or other professional help.

With regards to first aid cover for staff, the level of cover should be based on risk needs assessment and take into consideration the number of qualified nursing staff at any location.

An assessment of the first aid needs for an area must be carried out by the responsible person for the Health, Safety & Security giving thought to any specific areas circumstances, i.e.: remoteness from emergency medical services, shift work or sites with several separate buildings.

First aid identified requirements should ensure that First Aid personnel are available at all times people are at work, based on the assessment of risk and the number of workers as shown in the table below:

1. From risk assessment what degree of hazard is associated with your work activities?	2. How many employees do you have?	3. What first-aid personnel do you need?
Low-Hazard e.g. Clinical, Offices, Shops, Libraries	Fewer than 25	At least: 1 appointed person
	25-50	At least: 1 Emergency First Aid at Work (EFAW) trained first Aider
	More than 50	At least: 1 First Aid at Work (FAW) trained first – aider for every 100 employed (or part thereof)
Higher hazard e.g. High risk clinical, light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture.	Fewer than 5	At least: 1 appointed person
	5-50	At least: 1 Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) trained first aider, depending on the type of injuries that may occur.
	More than 50	At least: 1 FAW trained first-aider for every 50 employed (or part thereof)

3.3 Risk Assessment for First Aid Cover

An assessment of first aid needs appropriate to the circumstances of each workplace will be carried out by Ward/Unit/Department Managers to ensure appropriate care and attention of anyone sustaining an injury or becoming ill at work. The assessment should consider the following and be recorded on Wards/Units/Departments General Risk Assessment:

- The nature of the work activities and workplace hazards and risks;
- The nature of workforce (young people, older people, disabled people, peripatetic worker);
- The organisations history of accidents;
- The size of the organisation;
- The needs of travelling, remote and lone workers;
- Work patterns;
- The distribution of the work force;
- The remoteness of the site from emergency medical services;
- Employees working on shared or multi occupied sites;
- Annual leave and other absences of first aiders and appointed persons;
- First aid provision for non-employees (contractors).

A sufficient number of adequately trained persons who are available to carry out the duties of first aiders or appointed persons will be identified by the Ward/Unit/Department managers.

A sufficient number of adequately stocked first aid boxes will be maintained and checked regularly using the standardised check list available on Trust intranet pages.

Notices compliant with the Safety Signs Regulations, advising of first aid arrangements must be displayed in prominent places within each ward or team location. ([Appendix 1](#))

3.4 Training

The following courses are aimed at staff members who wish to become first aiders:

- First Aid at Work: 3 day course – refresher 2 day course every 3 years
- Emergency First Aid at Work: 1 day course with refresher every 3 years
- First Aid at Work/Emergency First Aid at Work (EFAW) refresher course: half day annually

First Aid training must be agreed through appraisal and identified as a 'training need'.

Where staff are identified through appraisals as requiring training when the following actions need to be taken:

- To apply, please access the British Red Cross website www.redcross.org.uk or St John Ambulance website www.sja.org.uk to establish a date and venue that would be suitable for you and also the required level e.g. First Aider / Emergency First Aider. These courses once identified must be booked using the CARDEA system.
- Staff undertaking First Aid Training must ensure they update their training in a timely manner.

For further information, please contact the Health, Safety and Security Team at tewv.healthsafetyandsecurity@nhs.net

3.5 First Aid Boxes and their Content



The appointed person must check the contents of boxes under their control and replenish as soon as possible after use and ensure contents have not expired.

There is no mandatory list of items to be included in a first aid box container. The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first aid items might be:

- A leaflet giving general guidance on first aid (for example, HSE's leaflet: Basic advice on first aid at work);
- Individually wrapped sterile plasters (assorted sizes) appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- Sterile eye pads;
- Individually wrapped triangular bandages, preferably sterile;

- Safety pins;
- Large sterile individually wrapped un-medicated wound dressings;
- Disposable gloves.
- First Aid Checklist (Appendix 2)

Guidance on contents of First Aid Box

Employers may wish to refer to British Standard BS-8599 which provides further information on the contents of workplace first-aid kits

Whether using a first aid kit complying with BS-8599 or an alternative kit, the content should reflect the outcome of the first-aid needs assessment.

BS-8599 Contents	First Aid kit sizes			
	Small	Medium	Large	Travel
Burn Relief Dressing 10cm x 10cm	1	2	2	1
Wash-proof Assorted Plasters	40	60	100	10
Eye Pad Dressing with Bandage Sterile	2	3	4	1
Foil Blanket Adult Size	1	2	3	1
Large HSE Dressing 18cm x 18cm Sterile Unboxed	1	2	2	1
Medium HSE Dressing 12cm x 12cm Sterile Unboxed	4	6	8	1
Nitrile Gloves Pair	6	9	12	1
Mouth to Mouth Resuscitation Device with Valve	1	1	2	1
Finger Dressing with Adhesive Fixing 3.5cm	2	3	4	-
First Aid Guidance Leaflet	1	1	1	1
Conforming Bandage 7.5cm x 4m	1	2	2	1
Microporous Tape 2.5cm x 5m	1	1	1	1
Cleansing Wipes	20	30	40	4
Safety Pins Assorted	6	12	24	2
Single-use Triangular Bandage 90cm x 127cm	2	3	4	1
Universal Shears Small 6"	1	1	1	1

Reference to page 33 of 39 Appendix 3 of The Health & Safety (First-Aid) Regulations 1981



Monthly monitoring of boxes by designated First Aider as a minimum is required.
([Appendix 2](#))

3.6 First Aid Treatment



All first aid treatment or assistance must be recorded on DATIX, the Trust incident reporting system which should include person injured, what treatment has been provided, person (first aider) providing assistance (first aid)

4 Definitions

Term	Definition
First Aider	Someone who has received training in administering first aid at work which equips them to apply first aid to a range of specific injuries and diseases, and holds a current first aid at work (FAW) certificate
Emergency First Aider (EFAW)	Someone who has received emergency first aid at work (EFAW) training in administering first aid to someone injured or becomes ill at work.
Appointed Person	Someone who looks after the first aid equipment, facilitates and calls for emergency services when required
Cardea	Trust procurement/ordering system
Datix	Trust incident reporting system



An Appointed Person should not give first aid unless they have been trained to do so and up to date with training

A First Aider can act as an Appointed Person.

5 How this Procedure will be Implemented

- This procedure will be published on the Trust's intranet and external website.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.

5.1 Training Needs Analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
As Identified	British Red Cross St Johns Ambulance or other certified provider	As per external training provider	Update 3 yearly

6 How the Implementation of this Procedure will be Monitored

	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Identified through generic risk assessment	Agreed through H&S auditing programme	HSS+F Group

7 References

- Health and Safety at Work Act 1974
- L74 (third edition - published 2013 – reissued with minor amendments in 2018) First Aid at Work: The Health and Safety (first aid) regulations 1981 Guidance on Regulation
- The Health and Safety (First Aid) Regulations 1981
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Management of Health and Safety at Work Regulations 1999
- British Standards BS8599

8 Document Control

Date of approval:	13 February 2020	
Next review date:	13 August 2023	
This document replaces:	First Aid at Work Procedure HS0001-004-V2	
Lead:	Name	Title
	Helen Cunningham	Health & Safety Manager
Members of working party:	Name	Title
	Health, Safety, Security & Fire Group	
This document has been agreed and accepted by: (Director)	Name	Title
	Paul Foxtan	Director of EFM
This document was approved by:	Name of committee/group	Date
	EFM DMT	13 February 2020
An equality analysis was completed on this document on:	January 2019	

Change record

Version	Date	Amendment details	Status
1	Nov 2013	Section 6.1: Appendix 1- First Aid Points of Contact Form Section 6.2: Appendix 2- First Aid box Checklist	Withdrawn
2	Aug 2016	Undergone thorough review of legislation with minor amendments with reference to HSE Guidance	Withdrawn
3	Feb 2020	Addition of Appendix 2 to Section 3.5 First Aid Boxes and their content Minor amendments to spelling and grammar only. Section 7 – update to reference L74	Published
	July 2020	Review date extended 6 months	

9 Appendices

- Appendix 1 First Aid Points of Contact Form
- Appendix 2 First Aid Box Checklist

Appendix 1 – First Aid Points of Contact Form

**FIRST AID ARRANGEMENTS
POINTS OF CONTACT**



First Aiders

Name	Location	Tel. No:
.....
.....
.....
.....

Appointed Persons

Name	Location	Tel.No:
.....
.....
.....
.....

Location of First Aid Box(es)

10 Equality Analysis Screening Form

Please note; [The Equality Analysis Policy and Equality Analysis Guidance can be found on InTouch on the policies page](#)

Name of Service area, Directorate/Department i.e. substance misuse, corporate, finance etc.	Estates & Facilities Management, Health Safety & Security			
Name of responsible person and job title	Helen Cunningham, Health & Safety Manager			
Name of working party, to include any other individuals, agencies or groups involved in this analysis	Health, Safety, Security & Fire Group			
Policy (document/service) name	First Aid at Work Procedure			
Is the area being assessed a...	Policy/Strategy	<input type="checkbox"/>	Service/Business plan	<input type="checkbox"/>
	Procedure/Guidance	<input checked="" type="checkbox"/>	Code of practice	<input type="checkbox"/>
	Other – Please state			
Geographical area covered	Trustwide			
Aims and objectives	<p>Following this procedure will help Trust staff to identify and control risks in relation to The Health and Safety (First Aid) Regulations 1981.</p> <p>These regulations require employers to ensure that there is adequate first aid provision for employees who are injured or become ill at work. A suitable person must be appointed to take responsibility for first aid provision</p>			
Start date of Equality Analysis Screening	Jan 2019			
End date of Equality Analysis Screening	Jan 2019			

You must contact the EDHR team if you identify a negative impact. Please ring Sarah Jay on 0191 3336267/3046

1. Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?					
All staff employed by the Trust					
2. Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups below?					
Race (including Gypsy and Traveller)	No	Disability (includes physical, learning, mental health, sensory and medical disabilities)	No	Sex (Men, women and gender neutral etc.)	No
Gender reassignment (Transgender and gender identity)	No	Sexual Orientation (Lesbian, Gay, Bisexual and Heterosexual etc.)	No	Age (includes, young people, older people – people of all ages)	No
Religion or Belief (includes faith groups, atheism and philosophical belief's)	No	Pregnancy and Maternity (includes pregnancy, women who are breastfeeding and women on maternity leave)	No	Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners)	No
Yes – Please describe anticipated negative impact/s					
No – Please describe any positive impacts/s					

3. Have you considered other sources of information such as; legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.? If 'No', why not?	Yes	X	No	
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<p>Sources of Information may include:</p> <ul style="list-style-type: none"> • Feedback from equality bodies, Care Quality Commission, Equality and Human Rights Commission, etc. • Investigation findings • Trust Strategic Direction • Data collection/analysis • National Guidance/Reports 	<p>X</p>	<ul style="list-style-type: none"> • Staff grievances • Media • Community Consultation/Consultation Groups • Internal Consultation • Research • Other (Please state below)
<p>4. Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the following protected groups?: Race, Disability, Sex, Gender reassignment (Trans), Sexual Orientation (LGB), Religion or Belief, Age, Pregnancy and Maternity or Marriage and Civil Partnership</p>		
<p>Yes – Please describe the engagement and involvement that has taken place</p>		
<p>Staff involvement and consultation through Health, Safety, Security & Fire Group</p>		
<p>No – Please describe future plans that you may have to engage and involve people from different groups</p>		
<p>5. As part of this equality analysis have any training needs/service needs been identified?</p>		
<p>Yes/No</p>	<p>Please describe the identified training needs/service needs below</p> <p>Training to be sourced on an individual basis and arranged externally</p>	

A training need has been identified for;					
Trust staff	No	Service users	No	Contractors or other outside agencies	No
Make sure that you have checked the information and that you are comfortable that additional evidence can provided if you are required to do so					
The completed EA has been signed off by: You the Policy owner/manager: Type name: Helen Cunningham					Date: Jan 2019
Your reporting (line) manager: Type name: Linda Parsons					Date: Jan 2019
If you need further advice or information on equality analysis, the EDHR team host surgeries to support you in this process, to book on and find out more please call: 0191 3336267/3046					