

First Aid Policy v3.0

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| Document Author: | Head of Health and Safety |
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Version History

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Summary of changes from last version:

Introduction of First Aid Risk Assessment – Appendix 1
Reporting structure/group names
Reviewed in line with current legislation and guidance – no major changes made

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1 Policy Statement

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These Regulations apply to all workplaces.

What is adequate will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first aid box and if first aid facilities are required. To determine this assessment of first aid needs should be made.

The policy will describe the responsibilities that individuals and departments have in relation to:-

- Undertaking first aid risk assessments;
- Ensuring the provision of first aider training;
- Providing equipment and facilities for the use of treating casualties that require first aid treatment (in areas without immediate access to equipment)

2 Scope

The Policy applies to all employees of the Trust and individual who are not direct employees but who undertake duties on any premises owned, leased, or managed by the Trust. These may include; bank or agency staff, volunteers, contractors and suppliers.

3 Definitions

First Aid is the immediate care given to an ill or injured person until more advanced care arrives or the person recovers. This includes the treatment of minor illness which would otherwise receive no treatment or which does not need treatment by a Doctor or Nurse.

First Aider is someone who:

- Has attended a recognised training course on First Aid at Work and/or
- Provided they can demonstrate current knowledge and skills in first aid, the training and experience of the following qualify them to administer first aid in the workplace without the needs for training:

Doctors registered and licensed with the General Medical Council

Nurses registered with the Nursing and Midwifery Council

Paramedics registered with the Health and Care Professions Council

Appointed person Where the assessment of first-aid need identifies that a designated first-aider is not required, the minimum requirement is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.

To fulfil their role, appointed persons do not need first-aid training, though they may benefit from completion of a First Aid at Work course (or other suitable alternative).

Appointed persons must not give first aid unless trained to do so.

Medical emergency is an injury or condition that if left untreated or without prompt assistance could lead to significant deterioration or death for example

Cardiac arrest
Chest pain
Stroke
Difficulty breathing

First aid box is a storage container which must be made of suitable material and designed to protect the contents from damp/dust and is clearly identified as a first aid box by a white cross on a green background.

4 Policy Framework

The Heart of England NHS Foundation Trust (HEFT) recognises its responsibility to ensure that all employees have access to adequate and appropriate first aid equipment and facilities while they are at work.

As an organisation which employs qualified health professionals on site, including an Occupational Health Department, it is our expectation that any first aid emergencies/issues, will be attended to by on site professional staff as soon as possible, however there is a need to ensure that in areas without immediate access to healthcare staff, first aiders are available.

First Aid Personnel

An adequate and appropriate number of suitable persons must be provided to render first aid treatment at work, areas that are likely to require the provision of first aid personnel will include (this is not an exhaustive list):-

- Hospital Central Stores
- Pathology Department
- Pharmacy Department
- Diagnostic and therapeutic departments such as physio and radiology

- Catering Department
- Estates and Facilities Departments
- Non-Clinical Offices and Departments with restricted access to Clinical Staff

The Approved Code of Practice within the Health and Safety (First Aid) Regulations 1981, L74 will be applied so far as is reasonably practicable, when deciding on the number of first aid personnel, taking into account the availability of employees on each shift pattern who would be suitable to undertake the role. Appendix 2 provides guidance.

4.1 Training Requirements

4.1.1 First Aiders

In order to be a certified First Aider, individuals will need to attend and successfully pass a First Aid at Work course. These courses are usually delivered over three days.*

Certificates are valid for three years and must be renewed within 30 days of their expiry date.

First aiders should update their Basic life Support (BLS) skills on an annual basis through attendance on a Trust BLS course.

Details of any training attended should be forwarded to the Education team.

** First aid at Work training is not available internally; subsequently suitable training will need to be sought. Details of training requirements and local training providers can be obtained through the Education department.*

4.1.2 Appointed Persons

Does not need to have attended a First Aid at Work Course

5 Roles and Responsibilities

5.1 Managers

Managers are responsible for ensuring that the First Aid Policy is implemented and monitored within their areas of responsibility. In particular they **must**:

Undertake suitable and sufficient risk assessments to ascertain the level of first aid provision required within their designated area of authority. This process will give an indication of what first aid provisions are required. First Aid Risk Assessments will include:- hazardous work activities undertaken, access to clinical staff, access to medical equipment and emergency medical equipment, location on site, numbers of staff on duty at any one

time, lone working and the people undertaking work activity (i.e. potential pregnant workers and disabled workers)

Ensure that a competent person is available at all times to take charge of an incident where a person becomes ill or is injured whilst at work

Inform all employees of the location of first aid facilities. Display all first aid notices in prominent positions, ensuring that the location of equipment and details of the designated first aiders or appointed person are identified.

Provide adequate facilities such as a suitably stocked first aid kit

Ensuring that where the assessment has identified the need to have a First aider, that nominated staff are sent on an appropriate First Aid at Work Course and that, suitable and sufficient time is given to allow First Aiders to update and maintain their knowledge and skills. NB **Doctors and Registered Nurses are deemed as competent to deliver Emergency Aid.**

Ensure that the Education Team is informed of the names of people that have been nominated to become first aiders. Guidance detailed in appendix 2 will assist the Manager.

Notify the Education Team / H&S Team when trained first aiders leave or move and to nominate further individuals to ensure a consistent number of trained first aiders remain in the area

Ensure any treatment given is recorded via Datix

5.2 First Aider

First aiders have a duty to and must:-

Undertake to assess and treat any person they are required to whilst at work. However they must ensure that this does not put them at risk and there is no potential danger to the health of others whilst attending to a casualty.

Ensure that ALL incidents of assessment and or treatment have been recorded through the Trust incident reporting process.

Ensure that the first aid box for which they have responsibility is kept, clean, tidy and appropriately stocked with the minimum requirements. Stocks required to replenish the first aid box must be requisitioned through their Manager. Appendix 1 details minimum requirement

Maintain their first aid qualification and attend refresher training as required.
Inform their manager, when their certificate will expire and if they are unable to renew their qualification due to ill health or change of circumstance.

5.3 Education

Education will provide details of first aid training providers and ensure that the standards and provision of the training meet the requirements to continue registration.

Provide information, advice and guidance on the availability, content and requirements of the educational programmes available

Maintain a record of First Aiders that have been trained. The record will include the names of first aiders currently in post and their location on each site. This information will be available to Managers upon request.

Notify Managers when First Aiders refresher courses are due.

5.4 Employees

Employees **must**:-

Take reasonable care of their own health and safety and the welfare of others who may be affected by their acts or omissions

Be familiar with and comply with instructions and training given by the Trust

Make them aware of the nearest First Aider to their work situation and the first aid service throughout the Trust.

6 Monitoring and Compliance

The policy and its implementation will be monitored by the Health and Safety Team. The H&S Team as part of their risk audit programme will undertake an annual audit of this policy.

7 References

Health and Safety at Work etc. Act 1974
Health and Safety (First Aid) Regulations 1981.
HSE Approved Code of Practice "First aid at work" L74 (ISBN 978 0 7176 0617 7)
Croner's Health and Safety at Work Information Book (2007)

Appendices

Appendix 1 First Aid Risk Assessment

Appendix 2 Minimum contents of the First Aid Box

Appendix 3 Guidance for identifying first aid requirements

Appendix A

| MONITORING OF IMPLEMENTATION | MONITORING LEAD | REPORTED TO PERSON/GROUP | MONITORING PROCESS | MONITORING FREQUENCY |
|--|------------------------|---------------------------------|---|-----------------------------|
| Completion of First Aid risk assessments | H&S Team | Safety Group | H&S Audit /Quarterly Self Assessments/H&S inspections/ report to Safety Group by H&S team on a bi-monthly basis which will include key concerns/actions required and lessons required to be learnt. Divisional representation to provide information to Safety Group via Divisional Report following review of areas ¼ self assessments. | Annual |
| First Aid Training | H&S Team | Safety Group | Report to Safety Group – details of divisional areas with first aiders, dates of expiry and amount of training courses undertaken. | 6 monthly |
| First Aid arrangements | H&S team | Safety Group | Inspections/audits in line with the H&S annual programme of inspections and review of 1/4 self assessments by areas. To review and ensure that first aid boxes/arrangements are in place and have adequately stocked supplies. | Annual |

Appendix 1 First Aid Risk Assessment

The following table provides guidance for assessing the need for the provision of first aid required within the workplace

Hazards: Use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision

| Assessment carried out by | | Date of assessment | |
|--|-----------------|---|--|
| Factor to consider | Comments | Impact on First aid provision | |
| Does your workplace have low level hazards such as those that might be found in offices and shops? | | The minimum provision is: An appointed person to take charge of first aid arrangements A suitably stocked first aid box | |
| Does your workplace have higher level hazards such as chemicals or dangerous machinery? | | You should consider: Providing first aiders Providing additional training for first aiders to deal with injuries resulting from specific hazards Provide a suitable stocked first aid box Provide additional first aid equipment Location of first aid equipment Informing the emergency services of specific hazards in advance | |
| Do your work activities involve special hazards such as hydrofluoric acid or confined spaces? | | You should consider: Providing first aiders Providing additional training for first aiders to deal with injuries resulting from specific hazards Provide a suitable stocked first aid box Provide additional first aid equipment Location of first aid equipment Informing the emergency services of specific hazards in advance | |
| How many people are employed? | | See Appendix 3 for guidance | |
| Are there inexperienced workers on site, or | | You should consider; | |

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| employees with disabilities or particular health problems? | | Providing first aiders Providing additional training for first aiders to deal with injuries resulting from specific hazards Provide a suitable stocked first aid box Provide additional first aid equipment Location of first aid equipment |
| What type of accidents and injuries generally occur? | | Ensure your first aid provision will cater for these types of injuries in the workplace |
| Do you have employees who travel a lot, work remotely or work alone? | | You should consider: Issuing personal first aid kits Issuing personal communications/mobile phones to employees |
| Do your employees work shifts? | | You should ensure that there is adequate first aid provision at all times |
| Do any of your employees work at sites occupied by other employers? | | You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is recommended. |
| Do members of the public or non-employees visit? | | Under the Health and Safety (First Aid) Regulations 1981 you have no legal duty to provide first aid for non-employees but it is recommended by the HSE (Health and Safety Executive) that you include them in your first aid provision. |

| Number of appointed persons/first aiders needed | First aid equipment |
|---|---------------------|
| | |

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|--------------------------|--|
| Assessment/level of risk | |
| Date for review | |

Appendix 2 First Aid Boxes

FIRST AID BOXES

First Aid boxes should be made of suitable material to protect the contents and be clearly marked. The following list provides information for the minimum requirements for a first aid box in a low risk establishment.

- A general guidance leaflet on first aid such as INDG347
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment (detectable dressings should be available within Catering areas i.e. Catering Department and Ward Kitchens)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile un-medicated wound dressings (approximately 12cm x 12cm)
- 2 large sterile individually wrapped un-medicated wound dressings (approximately 18cm x 18cm)
- 1 pair of disposable gloves (gloves must be latex free)

In situations where mains tap water is not readily available for eye irrigation sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. The use of eye baths/cups or refillable containers is not recommended.

Extra equipment or items required for special hazards for example antidotes may be kept in or near the first aid box, but only when the first aider has been specifically trained to use them.

TRAVELLING FIRST AID KITS

The emphasis for the contents of a travelling first aid kit must reflect the circumstances in which it may foreseeably be used, but the following at least should be included:-

- A general guidance leaflet on first aid such as INDG347
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile un-medicated dressing (approximately 18cm x 18cm)
- 2 triangular bandages
- 2 safety pins
- individually wrapped moist cleansing wipes
- 1 pair of disposable gloves. (gloves must be latex free)

Appendix 3 First Aider Requirements

FIRST AIDER REQUIREMENTS

The following offers a guide with regard to selecting appropriate first aiders and how to determine the number of first aiders that should be available.

Number of first aiders

An adequate and appropriate number of “suitable persons” must be provided to provide first aid treatment at work. The number of first aiders required will depend on the outcome of a risk assessment. The Approved Code of Practice offers the following guidance:-

- Low risk workplaces such as offices, shops etc – one trained first aider to every 50 employees with an additional first aider for every 100 employees.
- High risk workplaces such as factories, docks, warehouses, extensive working with dangerous machinery – one trained first aider for five or more employees with an additional first aider for every 50 employees.

You must take into account shift patterns to ensure that adequate first aid cover is available and risk factors such as lone working and other legislative requirements to provide first aid such as working with electricity etc.

Attributes of a first aider

A person selected to become a first aider should:-

- Be reliable
- Remain calm in emergencies
- Be able to communicate effectively
- Be easily contacted – employers should ensure effective communication to facilitate this
- Be able to cope with the physical and mental demands of an emergency situation
- Be able to leave their jobs immediately and safely
- Be able to cope with the intense study required for the course.