

Livewell Southwest

First Aid Policy

Version 3.3

Review: June 2018

Notice to staff using a paper copy of this guidance

The policies and procedures page of Intranet holds the most recent version of this guidance. Staff must ensure they are using the most recent guidance.

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Document Review History

Version No.	Date	Originator of change	Description of change
2.1	18/11/2005	S. Edmunds C. Wagner	Reviewed: -no change to document content, document adapted to corporate format and version number changed to Version 2.1
2:2	04/07/2007	L. Stanton	Document fully reviewed. No change to document content.
2:3	21/09/2009	K Agnew	Reviewed, no changes made.
3:0	23/01/2012	Risk Management Advisor	Full review undertaken to reflect current arrangements, update legal and training information.
3:1	06/06/2014	Risk Management Advisor	Extended no changes.
3:2	05/12/2014	Risk Management Advisor	Extended no changes.
3.3	17/04/2015	Risk Management Advisor and the Resuscitation Training Officer	General review and training details changes updated

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First Aid Policy

1 Introduction

- 1.1 It is a statutory requirement under the Health and Safety (First Aid) Regulations 1981 for employers to ensure that there is adequate First Aid provision for employees who may become injured or ill whilst at work.
- 1.2 First Aid can save lives and prevent minor injuries becoming major ones. First Aid does not include giving tablets or medicines to treat illnesses.

2 Purpose

- 2.1 This policy outlines best practice in complying with the Regulations, assessing the need for First Aid in the workplace, training staff and providing First Aid equipment.
- 2.2 It is the statutory duty of the employer to inform all employees of the arrangements that have been made for First Aid to be available to them, and to provide notices in prominent places within the workplace giving details of the location of First Aid equipment, facilities and First Aiders or Appointed Persons and their names.

3 Definitions

- 3.1 **First Aid** is the provision of the minimum treatment necessary for the survival (such as applying a bandage), effectively making a victim comfortable and likely to “survive” until a professional medical person can take over.
- 3.2 A **First Aider** is an individual who has received suitable and adequate training from a Health & Safety Executive (HSE) approved training centre to administer First Aid to employees, visitors and guests whilst at work.
- 3.2 An **Appointed Person** is a member of staff designated to take charge of the First Aid arrangements, including looking after the equipment and facilities and calling the emergency services when required. Appointed Persons are not First Aiders and should not attempt to give First Aid for which they have not been trained.

4 Roles & Responsibilities

- 4.1 The **Chief Executive** has overall responsibility for all matters of health and safety, including First Aid at work, shall ensure that this policy is reviewed every two years or in light of any failure of the system and/or changes in statutory legislation, and that there is adequate First Aid provision for employees if they are injured or become ill whilst at work.
- 4.2 **Executive Directors** – shall ensure that adequate resources (i.e. environments, equipment and training) are made available to comply with the requirements of the First Aid Regulations, and shall ensure that there is adequate First Aid provision for employees if they are injured or become ill whilst at work.

4.3 Locality/Unit/Ward/Department Managers, under direction of the Directors, shall:

- 4.3.1 Ensure that adequate [risk assessments](#) of First Aid needs are undertaken for all services within their remit, which will help decide how many First Aiders are required. There are no hard and fast rules on exact numbers and you will need to take into account all the relevant circumstances of your particular workplace (see the table in the leaflet [First Aid at Work](#) as a guide). First Aid assessments require reviewing annually or when circumstances change, which are appropriate to the circumstances of the workplace.
- 4.3.2 The First Aider role should be discussed through the appraisal and Personal Development Plan process with the nominated individual. Training can be provided by any HSE approved training provider. A list of approved providers can be found on the [HSE](#) website.
- 4.3.3 Ensure that there are suitable facilities provided and maintained, as identified in the risk assessment which will include:
- a) Suitable First Aid boxes and kits, together with any supplementary equipment (i.e. disposable gloves, aprons, wipes);
 - b) Trained First Aiders with a current certificate approved by the HSE, in the appropriate ratio – which is at least one First Aider to every 50 employees;
 - c) A system which allows treatments to be recorded (Safeguard – in accordance with the Incident Reporting & Investigation and Investigation Policy).
- 4.3.4 Where staff from more than one service/locality share accommodation it would be sensible for managers to work together to ensure appropriately trained staff are available without duplication of effort.
- 4.3.5 Nominate an individual(s) (Appointed Person(s)) responsible for re-stocking the First Aid kit, who must be given access to the materials required. Where any item of equipment is used or removed from the First Aid kit, an appropriate record must be kept.
- 4.3.6 Develop and ensure that an appropriate notice is placed in each area informing employees for the location of First Aid equipment, personnel and facilities.
- 4.3.7 Ensure that a copy of all named staff trained in First Aid, including their location and when their refresher training is due is kept locally and that Workforce Development are informed in order to update the electronic staff record (ESR).
- 4.3.7 Incorporate local First Aid arrangements within local service induction for new staff. As part of the required on-site induction programme for all employees and before being allowed to work unsupervised in any service / unit / department, a new employee must be shown all the following and should be required to demonstrate to their immediate manager their understanding of First Aid arrangements by:
- a) showing location of First Aid box;
 - b) stating what to do in the event of a serious injury or sudden illness to themselves or another member of staff;
 - c) stating what to do in the event of an injury involving sharps (as appropriate).

4.3.8 Ensure staff report accidents, incidents and near misses in line with LSW's Incident Reporting & Investigation Policy and Procedure.

4.4 A **First Aider** will:

- a) ensure that their First Aid at Work (FAW) Certificate is kept current by undertaking HSE approved training and refresher courses prior to the expiry of the certificate (three years), with the approval of their manager;
- b) administer First Aid as required and within their capabilities;
- c) ensure that any items used are replaced in the First Aid Box as soon as possible after use;
- d) regularly check First Aid Boxes to ensure that they are kept stocked and that stocks are in date.

4.4.1 The training and experience of 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 of the Nursing and Midwifery Council qualifies them to administer First Aid.

4.4.2 Where the injured employee is unable to report an incident, due to the extent of their injuries, the First Aider or person in charge should report the incident on their behalf.

4.5 An **Appointed Person**:

4.5.1 Is an individual who has been designated to take charge of the First Aid arrangements, including looking after the equipment and facilities and calling the emergency services when required.

4.5.2 Appointed Persons should ideally have received Emergency First Aid at Work (EFAW) training.

4.5.3 Where the injured employee is unable to report an incident, the Appointed Person or person in charge should report the incident on their behalf.

4.5 The **Head of Health, Safety & Security** shall be responsible for reviewing this policy and, in conjunction with trained Risk Assessors and managers, monitor the effectiveness of First Aid provision throughout LSW. The [HSE](#) is able to offer sensible and proportionate First Aid advice and staff are referred to their website in the first instance, however, the Risk Management Team and the Resuscitation Training Officer is available for support and advice.

4.6 All **Employees / Contractors** have a responsibility to:

- a) familiarise themselves with the First Aid arrangements in the workplace;
- b) only use the contents of First Aid boxes for First Aid purposes, and to inform the First Aiders or Appointed Person of any obvious shortfall in its contents;
- c) report any incident which involves the provision of First Aid, in line with LSW's Incident Reporting & Investigation Policy and Procedure, including any inoculation injury.
- d) **not** provide First Aid treatment to other persons without First Aid training; you can give First Aid to yourself.

5 Provision of First Aid Facilities and Personnel

- 5.1 **Assessment** – the Management of Health and Safety at Work Regulations 1999 require LSW to make a suitable and sufficient assessment of the risks to the health and safety of its employees, to identify what measures are required to prevent or control these risks (see the table in the leaflet [First Aid at Work](#)). The information gathered will help managers to carry out the [risk assessment](#) of first-aid needs if controls fail. Identifying the likely nature of the accident or injury will help the manager to establish the most appropriate type, quantity and location of first-aid facilities and personnel. In assessing the requirement for first-aid facilities and personnel, managers need to consider:
- Workplace hazards and risk;
 - The number, type and distribution of employees;
 - The history of accidents;
 - The remoteness of the site from emergency medical services;
 - The needs of travelling, remote and lone workers;
 - Employees working on shared or multi-occupied sites/buildings;
 - Annual leave and other absences of First Aiders and Appointed Persons.
- 5.2 **Type of Employees** – the needs of employees potentially at greater risk, i.e. young workers, apprentices, trainees and the disabled, will need to be considered both as a group and as individuals.
- 5.3 **Nature of Workplace** – managers should consider how the size of the workplace could affect access to First Aid facilities, i.e. the distance between buildings and multi-storey workplaces. The level of provision may vary where employees work in self-contained areas or where they work in shifts. It is important that sufficient First Aid provision is always available when employees are at work and separate arrangements may have to be made for each area of work or shift.
- 5.4 **Employees Working in Shared or Multi-Occupancy Buildings** (i.e. Beauchamp Centre) – in these situations, managers should seek a written agreement with the other occupiers / managers on the arrangements for the provision of First Aid cover on the site/in the building. A full exchange of information (i.e. [risk assessments](#)) on the risks and hazards should ensure that the shared provision is suitable and sufficient. All employees should be informed of the arrangements.
- 5.5 **Travelling and Lone Workers** – [risk assessments](#) should determine those who travel long distances, or are continuously mobile and whether they should carry a First Aid kit. Where employees work alone, means of summoning help, such as a mobile telephone or a lone working device, may be deemed appropriate.
- 5.6 **Number of First Aiders** – First Aid [risk assessments](#) should identify the number of First Aiders required. Where 50 or more staff are employed in a workplace, there should be at least one First Aider unless the assessment justifies otherwise. A workplace with few employees and comparatively low health and safety risks may not require a First Aid (but will need an Appointed Person).

- 5.7 **Appointed Persons** – where an assessment identifies that a First Aider is unnecessary, the manager shall appoint a member of staff to take charge of First Aid arrangements. Arrangements should be made for Appointed Persons to be available to undertake these duties at all times when employees are on duty.
- 5.8 **Annual Leave and Other Absences of First Aiders and Appointed Persons** – managers shall ensure provision to cover annual leave and other planned absences of First Aiders or Appointed Persons. Consideration should also be given to what cover is needed for unplanned and exceptional absences, such as sick leave or special leave.
- 5.9 **Contents of First Aid Boxes** – the [HSE](#) advise that there is no mandatory list of items that should be included in a First Aid Box. Locality / Unit / Ward / Department Managers should select the items for the First Aid Box based on an assessment of risk in their area. Medicines, tablets or creams should **not** be kept in First Aid Boxes. First Aid Boxes shall display the following information:
- a) the name of the person responsible for their upkeep;
 - b) the contents of the First Aid Box and replenishing arrangements;
 - c) a reminder to log the incident / accident online, in accordance with the Incident Reporting & Investigation Policy and Procedure.
- 5.9.1 In addition, however, that it is a legal food safety requirement that minor abrasions, cuts and burns must be covered with an approved and easily **visible waterproof** dressing (i.e. blue plasters). In order to further reduce the risk of contamination, it is recommended that these dressings shall be kept in the kitchen area to avoid staff having to leave the immediate vicinity.
- 5.10 **First Aid Signs** – signs detailing the name of the First Aider and their location, and the location of the First Aid Box should be displayed in a prominent position in each office area, health centre, ward or department.
- 5.11 **Procurement** – First Aid Boxes, travel kits, replacement contents and signs must only be ordered through NHS Supplies, via EPROC, in order to ensure good value and to prevent less safe latex gloves coming into use.

6 Training

- 6.1 It is the responsibility of service managers to arrange appropriate training for designated First Aiders and Appointed Persons, following a First Aid needs assessment. Training can be provided by the Professional Training & Development Team. The HSE no longer formally approves training providers, however, anyone providing this training must comply with HSE guidance on provision of First Aid training (see Appendix A for First Aid training frequency).
- 6.2 An Appointed Person will be required to attend a one-day Emergency First Aid at Work course or equivalent (please contact the Professional Training & Development Team for further details).
- 6.3 **Training Records** – a record of the training attended and certification received shall be held on the electronic staff record (ESR), facilitated via the Professional Training & Development Team, in addition to being recorded locally, noted on the individuals' personal file held by managers and included within that individual's job

description.

- 6.4 **New Employees** – reference to First Aid arrangements will be provided in corporate induction training. In addition, new employees are made aware of local First Aid arrangements upon starting in their new role.

7 Monitoring & Review

7.1 The Risk Management Team will:

- a) Monitor First Aid audits undertaken locally via the Risk Management Workbook to ensure compliance with compliance with Health and Safety (First Aid) Regulations;
- b) Liaise with Staff Health & Wellbeing to ensure that staff accidents are brought to their attention;
- c) Report to the Health & Safety Committee which will review the arrangements annually.

All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.

The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.

The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.

Signed: Director of Professional Practice Safety & Quality

Date: 28 May 2015

First Aid at Work Training Frequency Flowchart



