

First Aid Assessment and Provision Policy

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1. Introduction

People can suffer injuries or fall ill. It doesn't matter whether the injury or the illness is caused by the work they do or service they use or not. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid covers the arrangements you must make to ensure this happens. It can save lives and prevent minor injuries becoming major ones. Basic and advanced life support skills are also an important consideration in assessing the needs of provision. This policy must be read in conjunction with the [Resuscitation Policy](#)

2. Purpose or Aim

The Health and Safety (First-Aid) Regulations 1981 require the Trust and you as a manager to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work. Of course not all persons that become injured or ill may be employees as visitors and patients may also require assistance. This duty will also extend to these groups.

What is deemed adequate and appropriate will depend on the circumstances in your workplace and you must assess what your first aid needs are (see section 7).

The minimum first-aid provision on any work site is:

- a suitably stocked first-aid box (see section 8);
- an appointed person to take charge of first-aid arrangements (see section 9).

It is also important to remember that accidents can happen at any time. First-aid provision needs to be available at all times people are at work.

3. Policy Statement

The Trust acknowledges the need for the provision of personnel, equipment and facilities that are adequate and appropriate for enabling first aid to be administered to its employees and service users should they become injured.

This policy forms part of the Trust's overall Health and Safety Policy and its commitment to the health, safety and welfare of its employees and service users.

4. Scope

This policy covers all settings and teams within the Trust without exception. This policy is intended for use in relation to First Aid Provision. Many small units will only need to make the minimum first-aid provision. However, there are factors which might make greater provision necessary. The checklist at Section 8 covers the points that must be considered in an assessment.

5. Definitions

First aid at work covers the arrangements that ensure injured and ill people receive immediate attention and that an ambulance is called in serious cases need to be made to ensure this happens, that is, the initial management of any injury or illness suffered at work. It does not include giving tablets or medicines to treat illness. The Regulations do not prevent staff who are specially trained to take action beyond the initial management stage from doing so.

Automated external defibrillators - these are not covered under First aid training. Staff who use these and resuscitation skills other than the basis CPR techniques shown in first aid training must be appropriately trained.

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Appointed Person – someone without first aid training. The role of the appointed person includes looking after first-aid equipment and facilities and calling the emergency services when required.

Emergency First Aid at Work (EFAW) – the training required for low to moderate risk workplaces, they have basic skills in first aid.

First Aid at Work (FAW) – the training required to be a full first aider which is appropriate in larger units and higher risk environments.

6. Roles and Responsibilities

6.1 Executive Management

The Board has overall responsibility for the health, safety and welfare of all staff, service users, visitors and others within AWP. The Chief Executive is responsible for monitoring and reviewing health and safety in the Trust. The Board will be informed of health and safety matters on a regular basis and ensure adequate resources are made available to provide and maintain the necessary standards of health and safety in the Trust.

Members of the Executive Management Team have full responsibility for the health, safety and welfare of all service users under their specific care.

All Directors have a corporate responsibility to promote a responsible approach in health and safety in the Trust.

6.2 Responsibilities of the Chief Executive

While ultimate responsibility is vested in the Trust Board, executive responsibility is delegated to the Chief Executive for managing health and safety, including compliance with relevant legislation and Trust policies.

6.3 Responsibilities of the Programme Director - Development

The Programme Director - Development has overall responsibility for learning and development and will ensure that an appropriate programme of first aid training is made available to all staff. The training records of staff attending first aid training are held with the Learning and Development department.

The content of the training is regularly reviewed to ensure it continues to provide the necessary skills and knowledge to ensure staff are able to discharge their legal duties and duty of care in accordance with current standards and best practice.

First Aid training content is prescribed and the first aid training staff must be kept up to date in current practice and maintain continual professional development to ensure that the training offered by the Trust is to best practice and meets the Approved Code of Practice ACoP.

6.4 Responsibilities of the Operations Director

The Operations Director takes responsibility for ensuring that this policy is implemented within teams. The Operations Director will ensure that LDUs follow the policy and that all levels of management fulfil their responsibilities as described within this policy.

6.5 Responsibilities of Clinical Directors & Corporate Directors

Clinical Directors and Corporate Directors should ensure that this policy is implemented within their respective directorates and that first aid is provided at all times the directorate is operating.

6.6 Responsibilities of Line/Ward Managers and Team Leaders

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The relevant manager will conduct a first aid risk assessment (see Section 8) to ascertain the First Aid requirements for that team, department and/or site. In a shared building they should co-operate with other occupants and may share the first aid responsibilities across teams or other organisations as appropriate (see also Section 9.3)

The manager is responsible for implementing the agreed safe systems of work and ensuring that there are staff trained in First Aid to the level required for that team, department or site.

The relevant manager must inform employees of the first aid arrangements. Putting up notices telling staff who and where the first aiders are and where the first-aid box is usually be sufficient.

6.7 Employees Responsibilities

Employees are responsible for ensuring that they are aware of where the First Aid box is located and who the First Aiders for their team/department/site are.

If the employee is at all concerned about their work and health they are encouraged to seek advice from their general practitioner or the occupational health department.

7. Standards

The standards relating to this policy are the Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and guidance.

Further guidance on the regulations is given in HSE INDG214: "First aid at work - Your questions answered"

8. Risk Assessment

To comply with the regulations the Trust will ensure managers undertake an assessment of first aid needs (risk assessment) appropriate to the circumstances (hazards and risks) for their area(s)/workplace. The assessment will determine the number of first aiders required, at what level they should be trained and the amount and type of suitable first aid equipment needed to support the first aider. The [Trust template for Risk Assessments within P054](#) must be used to record the assessment and should consider:

- The remoteness of the site from emergency medical services
- Employees working in shared or multi occupancy sites
- What are the risks of injury and ill health identified in this risk assessment?
- Are there any specific risks, e.g. working with:
 - hazardous substances;
 - dangerous tools;
 - dangerous machinery;
 - dangerous loads?
 - significant risk from serious physical assault?
- Are there parts of your establishment where different levels of risk can be identified (e.g. in a workshop where there are power tools)?
- Does the unit perform ECT?
- What is your record of accidents and cases of ill health? What type are they and where did they happen?
- How many people are employed on site?
- The hours the unit is open for business/work patterns

- Do patients or other members of the public visit your premises?
- Are there inexperienced workers on site, or employees with disabilities or special health problems?
- Are there patients on site with disabilities or special needs, illness etc?
- Support from Health Professionals with skills equivalent to first aid.
- Hospital environment where there is a minor injury department
- Annual leave and other absences of first aiders and appointed persons

With mobile workers you should also consider

- Does the person work from base most of the time?
- Do they drive long distances?
- Are they operating in remote areas?

There is not an expectation that every worker that works away from base or is peripatetic will need a first aid kit. Only those engaged in more hazardous roles and those working predominantly away from base or travelling long distances are likely to require them.

8.1 Mobile workers

The Trust is responsible for meeting the first-aid needs of their employees working away from the main site. The assessment must also cover these persons and determine whether:

- those who travel long distances or are continuously mobile should carry a personal first-aid box; and
- if employees should be issued with personal communicators/mobile phones (see the Lone Working Policy)

Refer to the checklist above for assistance with this risk assessment

8.2 Impact on First Aid Provision

If the risks are significant you may need to appoint first aiders (see section 9)

The main considerations are:

- Specific training for first aiders
- Extra first-aid equipment
- Precise location of first-aid equipment

And you may need to make different levels of provision in different parts of the establishment.

You may need to:

- Locate your provision in certain areas
- Provide extra first-aid equipment
- Signpost the precise location of first aid equipment

You will need to consider:

- Special equipment
- Local locations of equipment
- Provision in each building or on several floors.
- Remember that there needs to be first-aid provision at all times people are at work.

You will need to:

- Inform local medical services of your location if not known to them
- Consider special arrangements with the emergency services, host sites etc.

You will need to:

- Consider issuing personal first-aid kits and training staff in their use
- Consider communications within the site and externally to emergency services

You will need to make arrangements with the other site occupiers.

Your first-aid provision must cover them and vice versa.

9. Arrangements to Provide First Aid

9.1 Workplace First Aid Boxes

The minimum contents of First Aid boxes are laid out in the First Aid at Work Regulations Approved Code of Practice

The list below states the minimum content of first aid boxes under the Regulations.

- a leaflet giving general guidance on first aid e.g. HSE leaflet Basic advice on first aid at work (see 'Where can I get further information?');
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.
- You should not keep tablets or medicines in the first-aid box.

The above is a suggested contents list only; equivalent but different items will be considered acceptable depending on the risks but should be assessed.

Where there is a risk to patients, it may be preferable to locate the box in staff only areas. Remember that access should not be hampered in an emergency by restricted key holding etc.

First aiders are responsible for checking and replenishing of workplace first aid equipment (but not travel kits) and should check the contents and expiry dates on a weekly basis

9.2 Travel First Aid Kits

Travel Kits are available from NHS Supply Chain. These will have contents, as a minimum, to the list below. Refer to the NHS Supply chain for current products available.

Minimum contents will be:

- leaflet giving general guidance on first aid (for example HSE leaflet Basic advice on first aid at work5);
- six individually wrapped sterile adhesive dressings;
- one large sterile un-medicated dressing - approximately 18 cm x 18 cm;

- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

Staff who are issued with travel kits are responsible for checking and replenishing them and should check the contents and expiry dates on a regular basis

9.3 Employees working on shared or multi-occupied sites

Where employees work in shared or multi-occupied sites, a full exchange of information about the hazards and risks involved should help to ensure that the shared provision is adequate. All employers should agree the arrangements and employees be kept informed. A written agreement between employers is strongly recommended to avoid any misunderstandings. This must be documented in the first aid risk assessment(s).

It will be the responsibility of the majority stakeholder in the premise to ensure that first aid arrangements are communicated to all occupants of that premise.

9.4 Appointed Persons

The Trust does NOT advocate the use of appointed persons but instead requires staff to have Emergency First Aid at Work as the minimum standard.

9.5 First Aider – Emergency First Aid at Work (EFAW)

A First Aider with Emergency First Aid at Work training is able to:

- take charge when someone is injured or falls ill, including calling an ambulance if required;
- give cardio-pulmonary resuscitation (CPR)
- control bleeding and treatment of wounds
- treatment of unconscious casualties
- look after the first-aid equipment, e.g. restocking the first-aid box.
- has passed the emergency first aid at work course (EFAW)

Remember that a first aider should be available at all times people are at work on site - this may mean appointing more than one.

9.6 First Aider – First Aid at Work (FAW)

A first aider is someone who

- has undergone a training course in administering first aid at work and holds a current first aid at work certificate (FAW).
- the training has to have been approved by the Health and Safety Executive (HSE).

You may decide, following your first-aid assessment, that you need one or more first aiders. A first aider can undertake the duties of an appointed person.

9.7 How Many First Aiders or Appointed Persons do I need?

It is not possible to give hard and fast rules on when or how many first aiders or appointed persons might be needed. This will depend on the circumstances of each particular organisation or worksite. Refer to the table in section 10 after working through the assessment checklist in section 8. It offers suggestions on how many first aiders or staff with Emergency First Aid at

Work training that might be needed in relation to categories of risk and number of employees. The details in the table are guidelines only - they are not definitive nor are they a legal requirement. It is for you to assess your first-aid needs in the light of your particular circumstances. The assessment should be recorded on the [Trust's standard Risk Assessment template](#) which is available on line.

9.8 Other Persons Equivalent to First Aiders or Appointed Persons

The ACoP states the following persons are qualified to give first aid and may be taken into account when assessing what cover is provided.

The training and experience 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 UK CC NMC

Where such doctors and nurses are employed the employer may take that into account in determining first-aid provision and in particular the need for appointing first aiders.

Continuous professional development applies so it would not be appropriate to allow a nurse to administer first aid for example where their skills had not been regularly updated through CPD and practice.

9.9 Suggested Numbers of First-Aid Personnel

First-aid personnel should be available at all times people are at work, based on assessments of risk and number of persons present. Where there are special circumstances, such as remoteness from emergency medical services, shift work, or sites with several separate buildings, there may need to be more first-aid personnel than set out below. Increased provision will be necessary to cover for absences.

It is obviously best to appoint a first aider from an employee group likely to be based at the premises and not a peripatetic worker.

The Trust does NOT advocate the use of appointed persons but instead requires staff to have Emergency First Aid at Work as the minimum standard

Table of Suggested Number of Personnel Required

Category of Risk	Numbers employed at any location*	Suggested number of first-aid personnel
Lower risk * e.g. administration and offices	Fewer than 50	1 First Aider (EFAW)
	50-100	At least 1 first aider (EFAW or FAW)
	More than 100	1 additional first aider for every 100 employed
Medium risk * e.g. occupational therapy units, food processing, records storage, Inpatient facilities	Fewer than 20	1 First Aider – (EFAW or FAW)
	20-100	At least 1 first aider for every 50 employed (or part thereof) (EFAW or FAW)
	More than 100	One additional first aider for every 100 employed (EFAW or FAW)

Higher risk * e.g. extensive work with dangerous machinery or sharp instruments, intensive care units, secure units.	Fewer than 5	1 First Aider – FAW
	5-50	At least one first aider - FAW
	More than 50	One additional first aider for every 50 employed

* Refer to Section 8 (risk assessment) to determine the level of risk.

10. First Aiders and Risk of Infection

Those most at risk of infection are, in theory, first aiders attempting to give resuscitation or trying to stop bleeding. As a precautionary measure a suitable resuscitation mask or shield should be provided where a risk of infection may occur.

First aiders must comply with all infection prevention and control policies and procedures for the Trust, for example in cleaning up spilt blood. If contact with blood/bodily fluids occurs advice should be sought from Occupational Service needlestick hotline.

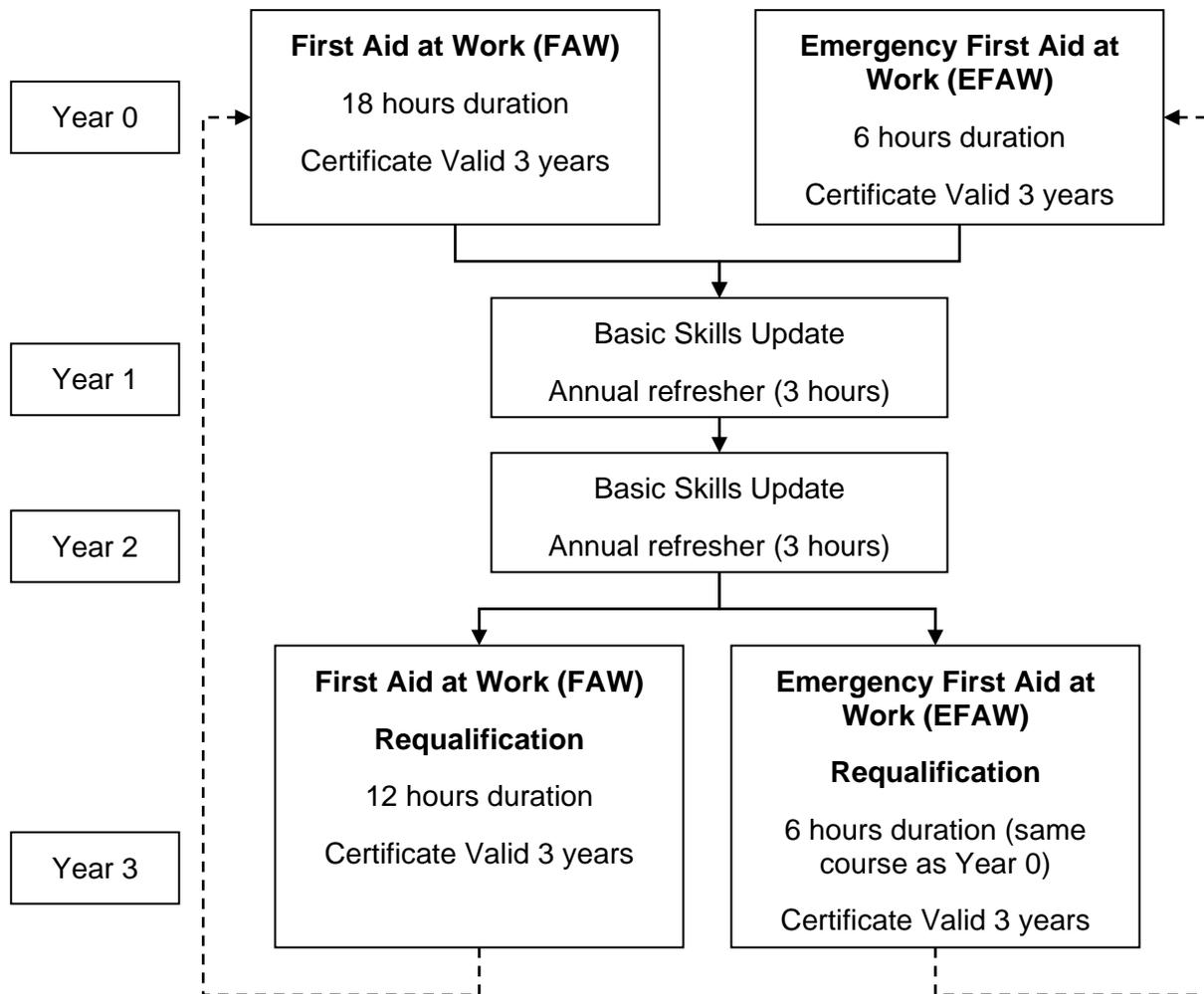
Any injuries incurred whilst providing first aid (including sharps injuries) must be reported via the Trusts incident system.

11. Insurance

All suitably trained staff providing first aid are covered by the insurance arrangements for the Trust.

12. Training

The following table outlines the length and frequency of first aid training required.



13. Monitoring or Audit

Implementation of this policy will be measured by a number of indicators including risk assessment activity via the Statutory Risk assessment schedule and team level returns from the annual health and safety self assessment process. These monitor key aspects of the management of safety regarding First Aid Requirements as well as the specific assessments undertaken (Appendix A). Data from these is monitored by the Trust forums which set work plans based on key risks identified during the annual health and safety self assessment process. The Health, Safety, Security and Fire Group also reviews and monitors actions contained within the organisational action plan for Risk Assessments.

14. References

The Health and Safety Executive issue a number of publications on their [First Aid website](#)

The free leaflet [Basic advice on first aid at work](#) is available for download

[First Aid at Work: Your Questions Answered](#) is available to download or from HSE Books

[Approved Code of Practice and Guidance L74](#) available to download.

15. Associated and Related Procedural Documents

- Risk Assessment Policy.
- Lone Working Policy
- Resuscitation Policy

Version History				
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1.0	02 Aug 2000	Approved by Board	PAD	Approved
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