FIRST AID AT WORK POLICY

Document Summary

The purpose of this policy is to describe the Trust’s arrangements for compliance with HSE requirements in relation to the provision of first aid at work.

<table>
<thead>
<tr>
<th>DOCUMENT NUMBER</th>
<th>POL/002/062</th>
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<tbody>
<tr>
<td>DATE RATIFIED</td>
<td>October 2015</td>
</tr>
<tr>
<td>DATE IMPLEMENTED</td>
<td>October 2015</td>
</tr>
<tr>
<td>NEXT REVIEW DATE</td>
<td>October 2018</td>
</tr>
<tr>
<td>ACCOUNTABLE DIRECTOR</td>
<td>Director of Strategy and Support Services, Executive Lead and Accountable Officer for Finance</td>
</tr>
<tr>
<td>POLICY AUTHOR</td>
<td>Safety and Security Officer</td>
</tr>
</tbody>
</table>

Important Note:
The Intranet version of this document is the only version that is maintained.

Any printed copies should therefore be viewed as “uncontrolled” and, as such, may not necessarily contain the latest updates and amendments.
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1 SCOPE

This policy applies to all staff and services within the Cumbria Partnership NHS Foundation Trust.

2 INTRODUCTION

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. This includes the provision of adequate and appropriate first aid personnel, equipment and facilities. It does not matter whether or not the injury or illness is caused by the work activity, what is important is they receive immediate attention and that emergency services are called in serious cases.

To assist employers in compliance with these regulations, the HSE produced an Approved Code of Practice and official guidance on first aid at work.

3 STATEMENT OF INTENT

The purpose of this policy is to describe the Trust’s arrangements for compliance with HSE requirements in relation to the provision of first aid at work.

4 DEFINITIONS

First Aid
Actions taken to reduce the effects of injury or illness suffered at work, either caused by work itself or by other factors outside of the employer’s control.

First Aider
An employee who has undertaken a fully certified ‘First Aid at Work’ qualification, and that qualification is still valid.

Appointed Person
An employee designated to be responsible for coordinating response in the event of an emergency. This person does not need to be trained, but may attend a ‘First Aid Appointed Person’ course if desired.

5 DUTIES

5.1 The Chief Executive and Trust Board

The Chief Executive and Trust Board have ultimate responsibility for health and safety provision within the workplace including the allocation of appropriate resources for the provision of first aid.
5.2 Directors/Associate Directors

Directors/Associate Directors must give their full support to the implementation of this policy, and ensure that all reasonable measures are taken within their area of responsibility.

5.3 Local Managers

Local Managers are expected to ensure their premises, departments or services comply with this policy and supporting guidelines. In particular they must carry out a mandatory risk assessment to identify the appropriate level of first aid provision required for their area.

6 DETAILS OF THE POLICY

6.1 Risk Assessment for First Aid Provision

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. What is adequate and appropriate depends on the circumstances in the workplace. An assessment of first aid requirements must be undertaken to determine the required provision.

Services/Departmental or Ward Managers should make an assessment of first aid needs appropriate to the circumstances of each workplace. How much first aid provision a ward/department has to make depends on the circumstances in each workplace. No fixed levels exist but each ward/department needs to assess what facilities and personnel are appropriate. The Safety and Security Officer can be contacted for advice and assistance on the provision of first aid.

Managers need to justify on what grounds the level of first aid provision has been set. A risk assessment of first aid provision should be completed in accordance with the Trust’s Service Delivery Health and Safety Risk Assessment Policy (POL/002/023).

In assessing need, managers need to consider:

- workplace hazards and risks
- the size of the department/ward
- the department’s history of accidents
- the nature and distribution of the workforce
- the availability of both male and female first aiders/appointed persons to accommodate religious or other beliefs
- 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
- annual leave and other absences of first aiders and appointed persons
- whether a separate/dedicated room for provision of first aid is necessary
Appendix A contains a checklist to help employers assess their first aid needs.

The minimum first aid provision in any workplace is a suitably stocked first aid box and an appointed person to take charge of first aid arrangements.

6.2 First Aid Cover Requirements

The employer has a duty to provide a reasonable number of First Aiders at all times when employees are at work. Accordingly where there are shift workers the employer should ensure that adequate and appropriate first aid provision is available for each shift, including night duty.

Depending upon the circumstances, the requirements for first aid may be met with either:

a) Fully qualified First Aiders
b) Appointed persons

The number of fully qualified First Aiders or Appointed Persons for a particular workplace should be determined through a process of risk assessment taking into consideration the nature of the work being undertaken, the number of employees in the workplace, and the location of the work area in relation to medical assistance. The risk assessment must be documented on the Trust’s online risk assessment database which is accessible via the intranet (in accordance with the Trust’s policy for Service Delivery Health and Safety Risk Assessment- POL/002/023).

A First Aider should be accessible to the majority of the workforce or situated where an injury is most likely to occur. 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 and their names.

All nursing areas should be included in the assessment of first aid provision, so that first aid boxes and trained first aid personnel area available for staff visiting or working in a nursing area.

The table below taken from HSE guidance on First aid at Work suggests numbers of first aid personnel to be available at all times people are at work, based on assessments of risk and number of workers. 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 in the following table. Increased provision will be necessary to cover for absences.

<table>
<thead>
<tr>
<th>Number of Workers</th>
<th>Number of First Aiders</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>200</td>
<td>5</td>
</tr>
<tr>
<td>500</td>
<td>6</td>
</tr>
</tbody>
</table>

Table showing recommended numbers of First Aiders (from HSE Guidance on First aid at Work Regulations – L74 (Third Edition 2013)
6.3 Appointed Persons

Where the risk assessment of first aid needs identifies that a first aider is not necessary, the minimum requirement on an employer is to appoint a person to take charge of the first aid arrangements, including looking after the equipment and facilities, emergency first aid and calling the emergency services when required. This is the function of an Appointed Person. Appointed Persons are not required when there are an adequate number of first aiders.

Appointed persons are not first aiders and should not attempt to give first aid for which they may not have been trained. Whilst it is not necessary to undertake training to become an Appointed Person, training is available for this role (please refer to Training section for further information).
6.4 Clinically Trained Staff

Registered Nurses

The Nursing Midwifery Council (NMC) advises that registered nurses should receive additional training before they shall be recognised as competent to administer first aid. No registered nurse shall be included for first aid provision unless they have received the additional First Aider or Appointed Persons training and that training is still current.

Doctors

Qualified medical doctors registered with the General Medical Council are qualified to administer first aid. Where such doctors are employed within a ward or department on a permanent basis they may be taken into account when determining first aid provision.

6.5 Provision for Remote and Lone Workers

When undertaking risk assessments for work undertaken by lone workers, managers ensure the first aid needs of all employees who work away from any main site are considered as part of this assessment. The assessment should determine whether that person needs to carry a personal first aid kit. (It is anticipated that work environments in which lone working is undertaken should not expose individuals to an increased risk of injury/illness necessitating first aid treatment therefore it is likely to be only in exceptional circumstances that there will be an assessed need for first aid provision to lone workers).

If an injury requires further treatment, the First Aider or Appointed Person will make appropriate arrangements for calling an ambulance and/or advising the injured person to attend A&E or their GP for further attention.

6.6 First Aid Training

The Training Department should be contacted regarding the arrangement of all first aid training. The Training Department will ensure staff are directed to use an appropriately approved training provider.

All first aid qualifications are valid for a period of 3 years.

The First Aid at Work qualification, that entitles successful candidates to become fully qualified First Aiders, is usually 4 days in length. People completing the First Aid at Work qualification will be provided with a certificate that is approved by a recognised qualification regulator (e.g. Ofqual, The Scottish Qualifications Authority (SQA) and the Welsh Government). Anyone wishing to refresh this qualification must ensure they attend the 2-day refresher course prior to the First Aid at Work qualification expiring. Once the 3 year period has lapsed the full 4-day course must be undertaken again in order to re-qualify. It is therefore strongly recommended that to save staff time in attendance on training, and to ensure continuity of first aid cover in areas where it is deemed necessary to have qualified First Aiders, that the
coordination of refresher training is managed appropriately enabling staff to attend in a timely manner.

Training for Appointed Persons is usually ½ day in length and includes what to do in an emergency, Cardio-pulmonary resuscitation, First aid for unconscious casualty and First aid for wounded or bleeding casualty. Anyone who has successfully undertaken the Trust’s Basic Life Support training can be considered an appointed person. There is no requirement for training for Appointed Persons to be approved by the HSE.

As there is no necessity for people undertaking the Appointed Person role to attend formal training, and as there is no shorter ‘refresher course’ for Appointed Persons therefore it is not as vital to ensure the refresher course is undertaken prior to the expiry of the original certificate, however, it is always advisable that staff receive instruction wherever practicable.

Details of first aid training undertaken by staff will be collated by the Organisational Learning and Development Department and a central record maintained. It is recommended that in addition to this, ward/unit managers should also maintain local records of first aiders in the work area to enable timely refresher training to be organised and/or new staff to be identified to replace staff who may have moved elsewhere.

6.7 Provision of First Aid to People Who are Not Staff Members (including Patients)

The Health and Safety (First Aid) Regulations 1981 do not oblige employers to provide first aid for members of the public. However, many organisations provide a service for others, for example places of entertainment, fairgrounds and shops, and the HSE strongly recommend that employers include the public and others on their premises when making their assessment of first aid needs.

Any NHS staff member acting as an agent of the Trust is covered by Trust insurance when delivering first aid to non-employees.

6.8 First Aid Provision on Premises Not Controlled by the Trust/ Other Employer’s Premises

Although each employer is responsible for provision of first aid to their employees, on sites where there are staff from more than one employer (and perhaps also self employed persons), the HSE consider it sensible to make joint arrangements with the other occupiers on the premises. This would generally mean that one employer would take responsibility for first aid cover for all workers on the premises. The HSE also recommends there is a written agreement for any such arrangement. It is therefore a requirement of this policy that arrangements for first aid in work areas that are shared with other agencies/organisations are formally documented between all parties.

In premises not covered by an agreement described above, in the event of an accident occurring in work areas not managed or controlled by Cumbria Partnership
Trust, for example in Acute Trust premises or GP surgeries, the member of staff will be considered as a ‘member of the public’ under the requirements of the First Aid at Work Regulations and local arrangements will apply.

### 6.9 Infection Control

First aid training will provide good practice instruction to first aiders in hygiene standards and the procedures for minimising potential for cross infection. In addition to this Trust’s Infection Prevention and Control policies and procedures, POL/001/042, must be followed at all times.

### 6.10 First Aid Boxes, Kits and Eye Wash Stations

Each ward and department should have a suitably stocked first aid box accessible to the majority of the workforce. First aid boxes should be clearly marked and identifiable. The markings should be a white cross on a green background in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996. Signage indicating location of First Aid Kit and First Aiders should be prominently displayed.

First aid boxes be readily accessible and where possible placed near to hand washing facilities. Boxes should be stored in a location where the contents are free from dust and damp.

Boxes should only be stocked with items useful for giving first aid. Tablets and medications should not be included.

Eye wash stations should be placed in areas where there is a risk of eye splashes from chemicals. Elsewhere tap water will be sufficient for eye irritation.

Travelling first aid kits should be located in all Trust owned vehicles.

### 6.11 First Aid Supplies

First Aiders/appointed persons will be responsible for ensuring contents within first aid boxes and/or eye wash stations in their designated area are regularly monitored and stocks replenished as necessary. It is advisable for contents of the first aid boxes and kits to be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. The standard contents of first aid boxes are shown at Appendix B. The purchasing and stocking of first aid boxes is the responsibility of the ward or department in which they will be used.

Items in the first aid boxes or eye wash bottles should not be used after the expiry date shown. Dressings or eye wash bottle with broken seals or those opened and not used should be discarded and replaced.

Where specific hazards are identified, e.g. work involving hazardous substances or where people may require specialist treatment, appropriate resources must be supplied near to or within the first aid box.
First aid kits should be checked on a regular basis and the checks recorded.

Supplementary equipment supplied to first aid personnel:

- Disposable plastic gloves and aprons (latex free gloves must be made available in line with the Trust Latex Policy (POL/002/020)).
- Disposable resus-aid for mouth to mouth resuscitation.
- Plastic disposable bags for soiled dressings (for incineration).

6.12 First Aid Rooms

A suitable first aid room should be provided where the assessment of first aid requirements identifies this as necessary. The room should contain essential first aid facilities and equipment. Typical examples of these are:

- A sink with hot and cold running water
- Drinking water and disposable cups
- Soap and paper towels
- A store for first aid materials
- Foot-operated refuse containers, lined with disposable yellow clinical waste bags or a container for the safe disposal of clinical waste
- A couch with waterproof protection, clean pillows and blankets
- A chair
- A telephone or other communication equipment

6.13 Recording of First Aid Treatment

All instances where first aid needed to be administered must be recorded using the Trust's electronic incident reporting system (Ulysses). Please refer to the Trust Incident and Serious Incidents which Require Investigation Policy (POL/002/006) for further information regarding the incident reporting system if required.

6.14 Provision of Information to Employees

Employers have the duty to inform employees of the first aid arrangements in the workplace. Notices informing who and where the first aiders or appointed persons are and where the first aid box is located will be sufficient. Alternative arrangements must be made for employees with reading or language difficulties (for example verbally explaining the procedures and physically showing the location of the box).

7 TRAINING

Training required to fulfil this policy will be provided in accordance with the Trust’s Training Needs Analysis. Management of training will be in accordance with the Trust’s Learning and Development Policy (POL/004/037).
8 MONITORING COMPLIANCE WITH THIS DOCUMENT

The table below outlines the Trusts' monitoring arrangements for this policy/document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

<table>
<thead>
<tr>
<th>Aspect of compliance or effectiveness being monitored</th>
<th>Monitoring method</th>
<th>Individual responsible for the monitoring</th>
<th>Frequency of the monitoring activity</th>
<th>Group / committee which will receive the findings / monitoring report</th>
<th>Group / committee / individual responsible for ensuring that the actions are completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid risk assessments carried out for all premises/ departments as appropriate</td>
<td>Monitoring of incidents for First Aid Treatment. Health and Safety Audits</td>
<td>Safety and Security Officer</td>
<td>Annual report</td>
<td>Corporate Fire, Health, Safety &amp; Security Committee</td>
<td>Head of Corporate Governance</td>
</tr>
<tr>
<td>First Aid Training</td>
<td>Training will be monitored in line with the Learning and Development Policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9 REFERENCES/ BIBLIOGRAPHY

Health and Safety (First Aid) Regulations 1981
Approved Code of Practice to the Health and Safety (First Aid) Regulations 1991, HSE Books, L74 (Third edition) Published 2013
Health and Safety (Safety Signs and Signals) Regulations 1996.

10 RELATED TRUST POLICY/PROCEDURES

POL/002/006 Incident and Serious Incidents which Require Investigation (SIRI) Policy
POL/002/020 Policy and Procedure for the Management of Patients and Staff with Latex Sensitisation
POL/002/057 Lone Worker Policy
POL002/023 Service Delivery, Health and Safety Risk Assessment Policy
POL/001/042 Infection Prevention and Control Policies
POL/004/037 Learning and Development Policy
Appendix 1 - Assessment of first aid needs checklist

The minimum first aid provision for each site is:
- A suitably stocked first aid container
- A person appointed to take charge of first aid arrangements
- Information for employees on first aid arrangements

This checklist will help you assess whether you need to make any additional provision.

<table>
<thead>
<tr>
<th>Aspects to consider</th>
<th>Impact on first aid provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the risks of injury and ill health arising from the work as identified in your risk assessment?</td>
<td>If the risks are significant you may need to employ first aiders.</td>
</tr>
<tr>
<td>Are there any specific risks e.g. working with hazardous substances, dangerous tools, machinery, loads or animals?</td>
<td>You will need to consider: - specific training for first aiders - extra first aid equipment - precise sitting of first aid equipment - informing emergency services - first aid room</td>
</tr>
<tr>
<td>Are there parts of your establishment where different levels of risk can be identified (e.g. in a University with research laboratories?)</td>
<td>You will probably need to make different levels or provision in different parts of the establishment.</td>
</tr>
<tr>
<td>Are large numbers of people employed on site?</td>
<td>You may need to employ first aiders to deal with the higher probability of an accident.</td>
</tr>
<tr>
<td>What is your record of accidents and cases of ill health? What type are they and where did they happen?</td>
<td>You may need to: - locate your provision in certain areas - review the contents of the first aid box.</td>
</tr>
<tr>
<td>Are there inexperienced workers on site, or employees with disabilities or special health problems?</td>
<td>You need to consider: - special equipment - local sitting of equipment.</td>
</tr>
<tr>
<td>Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?</td>
<td>You will need to consider provision in each building or on several floors.</td>
</tr>
<tr>
<td>Is there shift work or out of hours working?</td>
<td>Remember that there needs to be first aid provision at all times people are at work.</td>
</tr>
<tr>
<td>Is your workplace remote from emergency medical services?</td>
<td>You will need to: - inform local medical services of your location - consider special arrangements with the emergency services.</td>
</tr>
<tr>
<td>Do you have employees who travel a lot or work alone?</td>
<td>You will need to: - consider issuing personal first aid kits and training staff in their use - consider issuing personal communicators to employees</td>
</tr>
<tr>
<td>Do any of your employees work at sites occupied by other employers?</td>
<td>You will need to make arrangements with the other site occupiers</td>
</tr>
<tr>
<td>Do you have any work experience trainees?</td>
<td>Remember that your first aid provision must cover them.</td>
</tr>
<tr>
<td>Do members of the public visit your premises?</td>
<td>You have no legal responsibilities for non-employees, but HSE strongly recommends you to include them in your first aid provision.</td>
</tr>
<tr>
<td>Do you have employees with reading or language difficulties?</td>
<td>You will need to make special arrangements to give them first aid information.</td>
</tr>
</tbody>
</table>

Don’t forget that first aiders and appointed persons take leave and are often absent from the premises for other reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times people are at work.
APPENDIX 2 - CONTENTS OF FIRST AID BOXES AND KITS

There is no mandatory list of items that should be included in a first aid container. Employers should decide what to include in the first aid container from information gathered during their assessment of first aid needs.

As a guide, where no special risk arises in the workplace, a minimum stock of first aid items would normally be:

- a leaflet giving guidance on first aid (for example HSE leaflet *Basic advice on first aid at work*).
- 20 individual wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type for food handlers).
- two sterile eye pads.
- for individual wrapped triangular bandages (preferably sterile).
- six safety pins.
- six medium sized individually wrapped sterile unmedicated wound dressings approximately 12 cm x 12 cm.
- two large sterile individually wrapped unmedicated wound dressings – approximately 18 cm x 18 cm.
- one pair of disposable gloves.

This is a suggested contents list only, equivalent but different items will be considered acceptable.

The contents of first aid containers should be examined frequently and should be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

All first aid containers must be identified by a white cross on a green background.

**Additional first aid materials and equipment**

The assessment may conclude that there is a need for additional materials and equipment, for example scissors, adhesive tape, disposable aprons, individually wrapped moist wipes. These may be kept in the first aid container if there is room. But they may be stored separately as long as they are available for use if required.

In particular circumstances the assessment might identify a need for items such as protective equipment, in cases, for example, first aiders have to enter dangerous atmospheres, or blankets to protect casualties from the elements. These additional items should be securely stored near the first aid container, in the first aid room or in the hazard area, as appropriate.

It is important that access to these items is restricted to people trained in their use.

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided.
Once the seal has been broken, the containers should not be kept for reuse. The container should not be used after the expiry date.

Travelling First Aid Kits

First aid kits for travelling workers would typically contain:

- a leaflet giving general guidance on first aid (for example HSE leaflet *Basic advice on first aid at work*).
- six individually wrapped sterile adhesive dressings.
- one large sterile unmedicated dressing – approximately 18 cm x 18 cm.
- two triangular bandages.
- two safety pins.