

**Joint Policy for Cumbria Partnership Foundation Trust & North Cumbria
University Hospital NHS Trust**

First aid at Work Policy (Joint)

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Policy On A Page

SUMMARY & AIM

To inform all managers and staff of their responsibilities under the First Aid at Work Regulations 1981, so that a risk assessment can be carried out to identify whether there is a need for qualified first aiders or appointed persons on sites throughout the Trusts.

To aid all teams in how to manage first aid provision.

KEY REQUIREMENTS

- A risk assessment needs to be carried out to identify whether a qualified first Aider or appointed person is required.
- The risk assessment will also identify what first aid provision is required i.e. First Aid box.
- Any first aid equipment should be regularly checked and stocks replenished. First aid supplies do have an expiry date on them.
- Lone working and first aid provision should be taken into account when completing the risk assessment.

TARGET AUDIENCE:

Managers
All staff

TRAINING:

If first aid at work training is required then this should be done through the learning and development department.

Appointed Person training

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1. 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 (Health and Safety Executive) produced an Approved Code of Practice and official guidance on first aid at work.

2. PURPOSE

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.

3. POLICY DETAILS – 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 Health & Safety Team 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 1 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.

3.1 First Aid Cover Requirements

The Trusts have 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

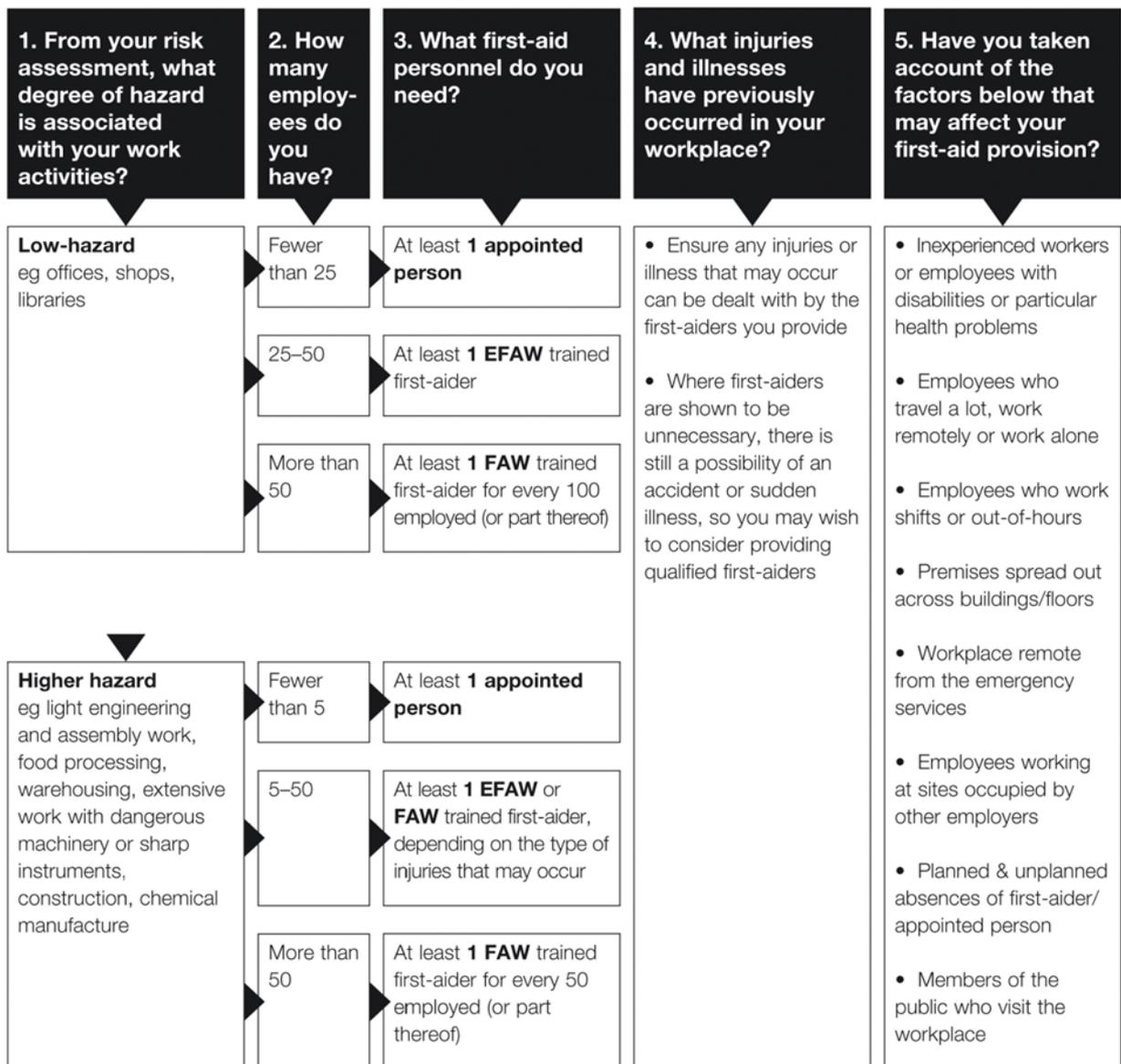
The number of fully qualified First Aiders or Appointed Persons for a particular workplace should be determined through a process of risk assessment taking into consideration the nature of the work being undertaken, the number of employees in the workplace, and the location of the work area in relation 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 Risk Management Policy).

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



3.2 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).

3.3 Clinically Trained Staff

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 need to hold a FAW or EFAW or equivalent qualification:

- 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

If an employee has a current first-aid qualification other than FAW/EFAW, the employer may consider whether it would be suitable in relation to the role of workplace first-aider and their needs assessment.

The following training is provided to clinicians:

- Basic Life Support
- Immediate Life Support
- Paediatric Immediate Life Support
- Advanced Life Support
- Paediatric Advanced Life Support

When assessing the needs for first aiders the view of the health and safety team is that the above needs to be taken into consideration i.e. what training and competencies clinical staff have to care for the patients within their care, in addition to the proximity of the Emergency Departments.

3.4 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.

3.5 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.

3.6 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, or North Cumbria University Hospitals Trust, premises like 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.

3.7 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, must be followed at all times.

3.8 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.

3.9 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 2. 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 Glove Selection Policy).
- Disposable resus-aid for mouth to mouth resuscitation.
- Plastic disposable bags for soiled dressings (for incineration).

3.10 Recording of First Aid Treatment

All instances where first aid needed to be administered must be recorded using the Trusts electronic incident reporting system (Ulysses).

3.11 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).

4. TRAINING AND SUPPORT

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.

5. PROCESS FOR MONITORING COMPLIANCE

The process for monitoring compliance with the effectiveness of this policy is as follows:

Aspect being monitored	Monitoring Methodology	Reporting		
		Presented by	Committee	Frequency
What	How	Who	Where	How often
First Aid risk assessments carried out for all premises/ departments as appropriate	Health and Safety Audits	Health and Safety Manager	Health & Safety, Security Committee	Annually
Incidents requiring first aid	Incident Reports	Health and Safety Manager	Health & Safety, Security Committee	Annually
First Aid Training	Annual Training Report	Education and Training Manager	Health & Safety, Security Committee	Annually

Wherever the above monitoring has identified deficiencies, the following must be in place:

- Action plan
- Progress of action plan monitored by the Health & Safety, Security Committee minutes
- Risks will be considered for inclusion in the appropriate risk registers

6. REFERENCES:

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.

7. ASSOCIATED DOCUMENTATION:

- Incident and Serious Incidents which Require Investigation (SIRI) Policy
- Incident Management Policy including the management of serious incidents
- Lone Worker Policy
- Infection Prevention and Control Policies
- Learning and Development Policy
- Glove Selection Policy

8. DUTIES (ROLES & RESPONSIBILITIES):

8.1 Chief Executive / Trust Board Responsibilities:

The Chief Executive and Trust Board jointly have overall responsibility for the strategic and operational management of the Trust, including ensuring that Trust policies comply with all legal, statutory and good practice requirements.

8.2 Executive Director Responsibilities:

All policies have a designated Executive Director and it is their responsibility to be involved in the development and sign off of the policies, this should ensure that Trust policies meet statutory legislation and guidance where appropriate. They must ensure the policies are kept up to date by the relevant author and approved at the appropriate committee.

8.3 Managers Responsibilities:

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.

8.4 Staff Responsibilities:

To comply with this policy and report all first aid incidents on the Trust's online incident reporting system.

8.5 Joint Health and Safety, Security Committee Responsibilities:

The Chair of the Health and Safety, Security Committee will ensure the policy approval is documented in the final section of the Checklist for Policy Changes. The committee will:-

- Agree the approval of the final draft of the policy.
- Monitor the implementation of the policy
- Receive and monitor incident reports of accidents that required first aid.

9. ABBREVIATIONS / DEFINITION OF TERMS USED

Keep lists in alphabetical order

ABBREVIATION	DEFINITION
FAW	First at Work
EFAW	Emergency First Aid at Work
HSE	Health and Safety Executive

TERM USED	DEFINITION
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.

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.

Aspects to consider	Impact on first aid provision
What are the risks of injury and ill health arising from the work as identified in your risk assessment?	If the risks are significant you may need to employ first aiders.
Are there any specific risks e.g. working with <ul style="list-style-type: none"> - hazardous substances - dangerous tools - dangerous machinery - dangerous loads or animals 	You will need to consider: <ul style="list-style-type: none"> - specific training for first aiders - extra first aid equipment - precise siting of first aid equipment - informing emergency services - first aid room
Are there parts of your establishment where different levels of risk can be identified (e.g. in a University with research laboratories?)	You will probably need to make different levels or provision in different parts of the establishment.
Are large numbers of people employed on site?	You may need to employ first aiders to deal with the higher probability of an accident.
What is your record of accidents and cases of ill health? What type are they and where did they happen?	You may need to: <ul style="list-style-type: none"> - locate your provision in certain areas - review the contents of the first aid box
Are there inexperienced workers on site, or employees with disabilities or special health problems?	You need to consider: <ul style="list-style-type: none"> - special equipment - local siting of equipment.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors.
Is there shift work or out of hours working?	Remember that there needs to be first aid provision at all times people are at work.
Is your workplace remote from emergency medical services?	You will need to: <ul style="list-style-type: none"> - inform local medical services of your location - consider special arrangements with the emergency services.
Do you have employees who travel a lot or work alone?	You will need to: <ul style="list-style-type: none"> - consider issuing personal first aid kits and training staff in their use - consider issuing personal communicators to employees
Do any of your employees work at sites occupied by other employers?	You will need to make arrangements with the other site occupiers
Do you have any work experience trainees?	Remember that your first aid provision must cover them.
Do members of the public visit your premises?	You have no legal responsibilities for non-employees, but HSE strongly recommends you to include them in your first aid provision.
Do you have employees with reading or language difficulties?	You will need to make special arrangements to give them first aid information.

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 un-medicated wound dressings approximately 12 cm x 12 cm.
- two large sterile individually wrapped un-medicated 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 un-medicated dressing – approximately 18 cm x 18 cm.
- two triangular bandages.
- two safety pins.

DOCUMENT CONTROL

Equality Impact Assessment Date	Health & Safety, Security Committee
Sub-Committee & Approval Date	12/06/2019

History of previous published versions of this document:

Trust	Version	Ratified Date	Review Date	Date Published
CPFT	POL/002/062	October 2015	October 2018	October 2015

Statement of changes made from previous version

Version	Date	Section & Description of change
0.1	12/07/2019	<ul style="list-style-type: none"> Placed on Joint template
0.2	08/08/2019	<ul style="list-style-type: none"> Formatting and spelling check
0.3	22/08/2019	<ul style="list-style-type: none"> Changes to two policy names

List of Stakeholders who have reviewed the document

Name	Job Title	Date
H & S Security Committee	Executive Director of Finance and Estates(Chair) Head of Resilience and Urgent Care Development (Vice Chair) H & S Manager (Lead) Clinical Risk and Safety Manager CPFT Consultant Microbiologist (Infection Prevention) Head of Patient Safety Clinical Governance Chief Matrons Lead Fire Officer Head of Estates WCH Estates Manager CIC Professional Head of Estates CPFT Health and Safety/Security Officers Union or Employee Representatives – RCN, Radiographers, Physiotherapists, UNISON Workforce Services Manager/ HR Partner Children and Families Care Group Representative Mental Health Care Group Representative Locality Lead West, Community Health Care Group Representative Network Managers Dental Services, Specialist Care Group Representative	12/07/2019

	Occupational Health Service Manager Education and Training Manager I.T. Representative Nominated General Manager (Acute) Nominated Care Group Lead (Community) Nominated Care Group Lead (Mental Health)	
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