

Safety Management Standard

First Aid at Work

Document Control

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Health and Safety Team

Health and Safety

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1. Introduction

University Hospitals of Derby and Burton NHS Foundation Trust recognises its duties under the Health and Safety at Work Act 1974 (HASAWA), The Management of Health and Safety at Work Regulations 1999 and The Health and Safety First Aid regulations 1981 in taking steps to implement first aid at work measures.

The Health and Safety (First Aid) Regulations 1981 as amended require employers to provide adequate and appropriate equipment, facilities, and staff to enable first aid to be given to employees if they are injured or become ill at work. What is adequate will depend on the circumstances in the workplace as determined by the employer via an assessment of first aid needs.

This safety management standard reflects the requirements of the regulations and applies to all Trust workplaces. The regulations do not place a legal obligation on employers to make first aid provision for members of the public and patients, however, the HSE recommends an employer should consider the first aid needs of non-employees (e.g., patients, students, visitors, volunteers, contractors) when undertaking their assessment for the Provision of first aid treatment. The Trust follows these recommendations.

2. Purpose

The purpose of this safety management standard is to describe the first aid arrangements required to provide suitable and sufficient first aid provisions and facilities adequate to the departmental requirements in all areas at the University Hospitals of Derby & Burton NHS Foundation Trust.

3. Definitions

First Aid is the immediate care given to an ill or injured person until more advanced care arrives or the person recovers.

First Aider is someone who has attended and passed a Trust approved training course appropriate to aid someone who is injured or becomes ill whilst at work. They must hold a valid certificate of competence in:

- first aid at work (FAW)
- emergency first aid at work (EFAW)
- any other level of training or qualification that is appropriate to the circumstances

NB: As stated within the Health and Safety (First Aid) Regulations 1981, provided personnel can demonstrate current knowledge and skills in first aid, the training and experience of the following staff, qualify them to administer first aid in the workplace without the need to hold a FAW or EFAW or equivalent qualification to include:

- **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.**

The appointed person is someone who takes charge of an incident when someone is injured or becomes ill but does not give first aid unless trained to do so.

Designated Managers - are all managers e.g., Area Manager, Service Manager, Department / Ward Manager who are responsible for management of a department or workplace area.

4. The Law.

The Health & Safety (First Aid) regulations 1981 require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

What is 'adequate and appropriate' will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first-aid box and if a first-aid room is required. Employers should carry out an assessment of first aid needs to determine what to provide.

Employers are required to carry out an assessment of first-aid needs. This involves consideration of workplace hazards and risks, the size of the organisation and other relevant factors, to determine what first-aid equipment, facilities and personnel should be provided.

5. Managers Responsibilities

Managers are responsible for carrying out localised departmental risk assessments to determine that adequate and appropriate levels of provision of first aid is completed and reviewed.

Consider who may be at risk

This will include all staff in a department for possible accidents such as slips, trips and falls. Only certain members of staff may be at risk for other hazards such as electricity or accidents associated with the use of hazardous substances.

Risk assessments are primarily concerned with ensuring adequate first aid provision is made for staff. However, it is sensible to consider the needs of others such as patients, visitors and contractors working on site when making your assessment.

Consider existing controls

What existing controls measures are in place and how well are hazards controlled. Consider other policies such as those for the control of hazardous substances and whether those staff using sharps, for example, are protected through adequate training and other policies.

Calculate the level of risk and act appropriately

If there are significant hazards which are difficult to control

and

Staff exposed to these hazards are likely to be at risk of serious injury

then

Appoint one or more first-aiders as determined in the risk assessment, ensuring they are trained and available

Consider:

- Ensure adequate and appropriate first aid equipment and facilities are provided
- There are adequate and appropriate number of first aid personnel (First Aiders and Appointed person as appropriate) are provided.
- Ensure that enough appointed persons are nominated to cover in the event of the first aider's absence, where appropriate

- That employees are notified of first aid arrangements (e.g., first aid notice, incident reporting, etc).
- The first aid arrangements are recorded and submit details when required to the Health and Safety Team for monitoring purposes.
- Keep a locally held record of all first aiders, their work base and location of all first aid boxes within their areas of responsibility.
- That all qualified first aiders receive Trust approved training and attend update training as specified by the Trust defined by HSE guidance.
- The purchase of sufficient numbers of first aid boxes (via nonstock requisition) for their area of responsibility as deemed necessary.
- Ensure that adequate first aid notices are displayed in all work areas giving the location of the first aid equipment and the name and location of the personnel concerned. Consult with the Health and Safety Team on availability of training for new appointees to the first aider/appointed person role.
- Ensure that each incident relating to giving of first aid is recorded on the Trust Datix system

Selection of First Aiders

Managers should bear in mind the requirements of the course and the qualities likely to make a good FAW and/or EFAW.

It is essential that people who are reliable and likely to remain calm in an emergency are selected. Also, the FAW/EFAW should be able to use the knowledge and skills learnt during the course. It is also important that the FAW/EFAW is in a position to cope with the physical demands that may sometimes be placed on them.

6. Employees Duties (First Aiders, Appointed persons)

The role is to:

- Provide first aid to someone who is injured or becomes ill while at work, in cases where a person needs help from a medical practitioner or treatment from a nurse, where the purpose of first aid is to preserve life and minimise injury until such help is obtained.
- Provide first aid to someone who is injured or becomes ill while at work, for cases where treatment of minor injuries, (which would otherwise receive no treatment), or which do not need treatment by a medical

- practitioner or nurse.
- Understand the role of the first aider including reference to:
 - the importance of preventing cross infection
 - the need for reporting incidents and actions.
 - use of available equipment
 - Be able to assess the situation and circumstances in order to act safely, promptly, and effectively in an emergency
 - administer first aid to a casualty who is unconscious (including seizure)
 - administer cardiopulmonary resuscitation
 - administer first aid to a casualty who is choking
 - administer first aid to a casualty who is wounded and bleeding
 - administer first aid to a casualty who is suffering from shock.
 - provide appropriate first aid to minor injuries and others (including small cuts, grazes and bruises, minor burns and scalds, small splinters). At this point it may be appropriate for First Aiders to refer casualties to their GPs for further ongoing advice and support.
- Make arrangements for the replenishing of first aid boxes.

First aider Training

Where a risk assessment indicates that an area needs a member of staff to be a trained First Aider, the designated manager should confirm this with the Health and Safety Team who will make the necessary arrangements for them to attend a first aid at work/emergency first aid at work (FAW/EFAW) training course.

Doctors who are registered and licensed with the General Medical Council; Nurses registered with the Nursing and Midwifery Council and Paramedics registered with the Health and Care Professions Council and who can demonstrate current knowledge and skills in first aid and are working operationally in a clinical setting and have attended the Trusts Basic Life Support (BLS) course are not required to complete additional training before being appointed as a First Aider.

Refresher Training

HSE strongly recommends that First Aiders undertake annual refresher training during any First Aid/Emergency First at Work certification period. Although, it is not mandatory, this will help qualified First Aiders to maintain their

basic skills and keep up to date with any changes to first-aid procedures.

All employees of the Trust, who are fully trained first aid workers as part of their role and who give first aid on Trust premises or during the course of their employment with the Trust will be covered by the Trust's CNST scheme with the NHSLA."

Implementation of the first aid process

- Assess a situation quickly and safely and summon appropriate help
- Identify, as far as is possible, the injury and the nature of the illness affecting a casualty
- Give early, appropriate, and adequate treatment in a sensible order of priority
- Arrange for the casualty to receive medical assistance if appropriate through the Emergency Department (RDH: phone 3333, all other sites phone: 999)
- Remain with the casualty until handing him or her over to the care of the appropriate person.
- Complete a Datix form

Ensure that the first aid box is replenished after use, and out of date stock is replaced.

Activation of the Adult Resuscitation Team

In the event of someone collapsing in a non-clinical area, i.e., hospital corridor, strategically placed telephones are sited throughout the hospital.

Automated External Defibrillators (AED's) with immediate equipment for managing resuscitation or an unresponsive person are placed in non-clinical areas. E.g., Main entrance, M&G corridor level 1, Canteen level 5 and London Road Community Hospital.

Remember 2222 for Cardiac Arrest – this goes through to switchboard who will put the call out for the required team.

Appointed Person is responsible for ensuring:

- Adequate provision of first-aid equipment and facilities
- Calling the emergency services when required
- Liaison with emergency services once on scene

7. Information, Instruction, Training and Supervision

All clinical and non-clinical areas will be required to have an adequate number of first aiders to cover both annual and sick leave. First aiders shall be willing and capable of attending and passing a Trust approved course - contact the Health and Safety Team for details. First aiders may also be selected from the following staff:

- Doctors who are 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.

As long as the above can demonstrate current knowledge and skills in first aid and are working operationally in a clinical setting and have attended the Trusts Basic Life Support (BLS) course they will not be required to complete additional training.

Appointed persons may be chosen at the discretion of designated managers. An appointed person is responsible for ensuring that adequate provision of first-aid equipment and facilities are maintained, and that in the event of an injury the emergency services are called. It may be considered necessary to provide the provision of an appointed person in the case of the absence of a first aider or that the locality of the department is remote from emergency medical services.

First aid equipment

To be able to administer first aid to a casualty, First Aiders need to be provided with the necessary equipment.

The type and quantity of first aid equipment will be determined appropriate for each area based on the nature of the work and workplace hazards and risks.

If the necessary first aid equipment is available within clinical areas a designated first aid box is not necessary.

In non-clinical areas and some clinical areas, it will be necessary for first aid equipment appropriate to that area to be stored in a designated first aid box

There is no mandatory list of items to be included in a first aid container. The decision on what to provide will be influenced by the findings of the first aid needs assessment. As a guide, where work activities include low hazards, a minimum stock of first aid items should include:

- A leaflet giving general guidance on first aid (for example HSE's leaflet Basic Advice on First Aid at Work)
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
Two sterile eye pads
- Two individually wrapped triangular bandages, preferable sterile
Six safety pins
- Two large sterile individually wrapped unmedicated wound dressings
Six medium sized sterile individually wrapped unmedicated wound dressings
- At least three pairs of disposable nitrile gloves

No medication of any type should be stored in the First Aid boxes.

First aiders and appointed people are responsible for replenishing the boxes as soon as possible after use, ensuring that there is always an adequate supply of all materials.

If you have any concerns regarding First Aid, please do not hesitate to contact the Health & Safety Team

It should not be assumed that all clinical areas have appropriate first aid equipment available, this needs to be risk assessed and made available where necessary.

Additional eyewash stations in areas where a special need is identified by the risk assessment shall be provided, e.g., workshops.

8. Monitoring & Review

This Safety Management Standard will be regularly monitored and reviewed by the Health and Safety Team to:

- Ensure it continues to comply with legislation
- Ensure it is reasonably practicable to implement to all those concerned within the trust

9. Further Information

The Health and Safety Executive (HSE) has a range of information on First Aid at Work

For information on specific risks consult one of our other health & safety management standards or use the search function [Legislation - First aid at work \(hse.gov.uk\)](https://www.hse.gov.uk/legislation/first-aid-at-work/)

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We hope you find this SMS useful; if you require further information, please contact the health and safety team:



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