

# Corporate First Aid Policy

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**Author and contact: Personnel & Training/Occupational Health and Safety, Reviewed 11/2005**

First aid is an essential part of every establishment's provision for health and safety. It is not possible in most cases to determine precise requirements for first aid provision due to the wide nature of establishment types and activity. Managers should assess their own requirements for first aid provision based on local needs and the minimum guidelines described in this document.

## Key points

- **This policy describes how the Health and Safety (First Aid) Regulations 1981 and any guidance issued from time to time by the HSE, are implemented to ensure appropriate first aid provision at work; and regularises the long-standing first aid arrangements in departments.**
- **Responsibilities in relation to this Policy fall on Chief Officers, Managers, PAT Health and Safety Advisers, Controllers of Premises and employees.**
- **Detailed information and guidance is given in the attached Appendix.**
- **Copies of all the Health and Safety Policies can be found on the intranet.**

## 1. Introduction

- 1.1 It is the policy of the County Council that there are sufficient suitable persons trained either as First Aiders or Appointed Persons, as appropriate, to meet the needs of departments, taking into account:-
- proximity to external medical services;
  - staffing levels and type of establishment, school, office etc;
  - risk levels and workplace hazards e.g. tools, machinery, hazardous substances, kitchens and workshops;
  - previous incidents that required first aid treatment;
  - the needs of peripatetic staff e.g. lone workers, and employees, service users or pupils with disabilities;
  - annual leave, shift patterns and other foreseeable absences of first aiders and appointed persons;
  - lone-working e.g. single staffed mobile libraries
- 1.2 All first aid treatment must be recorded in a first aid book or similar. In addition, where first aid is carried out in connection with a work-related injury or occupational ill health, a Health and Safety Incident/Violence Report Form must also be completed.
- 1.3 Where a building is shared with other departments or agencies, agreement must be reached on first aid arrangements with the other parties so as to ensure suitable and sufficient first aid provision for the whole premises and all staff concerned. Such agreements should, for preference, be properly documented.
- 1.4 Adequate numbers of clearly marked First Aid boxes and kits, stocked with the appropriate quantity of first aid materials, must be provided for each workplace or work activity and kept under the control of a First Aider or Appointed Person.
- 1.5 First aid at work is primarily intended for the needs of employees, but it would not be inappropriate to make such facilities available to service users, pupils, members of the public etc on County Council premises.

## 2. Responsibilities

### 2.1 Chief Officers will ensure that:

- 2.1.1 arrangements are in place for implementing this Policy, through department-specific guidance on its application, where appropriate.
- 2.1.2 systems are in place for the periodic monitoring of the implementation of this Policy.
- 2.1.3 **Chief Officers** should be aware that in the event of a civil claim the following documents may be subject to disclosure:-

- records of training
- records of first aid treatment
- incident forms/first aid book

## **2.2 LMG and other Line Managers will:**

- 2.2.1 implement and monitor this Policy and associated documentation within their area of responsibility.
- 2.2.2 ensure that sufficient suitable persons are nominated to provide first aid, in accordance with the criteria outlined in paragraph 1.1 above; for example, in low risk situations such as offices and libraries, with fewer than 50 employees, at least one Appointed Person would suffice. Whereas if more than 50 persons are employed there, at least one First Aider will be required. Remember, however that you may need to have more than one to ensure the site is covered allowing for shift or part time working patterns.
- 2.2.3 ensure that risk assessments incorporate appropriate reference to suitable first aid provision.
- 2.2.4 ensure First Aiders and Appointed Persons receive appropriate training to carry out their duties.
- 2.2.5 ensure First Aiders hold a current First Aid at Work certificate.
- 2.2.6 ensure where required that First Aiders re-qualify before the expiry date of their Certificate.
- 2.2.7 provide and maintain appropriate first aid provision, including efficient systems for dealing with injuries, ill-health etc.
- 2.2.8 bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of First Aiders and/or Appointed Persons and locations of First Aid Boxes.
- 2.2.9 ensure that adequate communications are in place for contacting First Aiders and/or Appointed Persons.
- 2.2.10 arrange for the annual honorarium to be made to employees who hold a current First Aid Certificate by way of a grant in recognition of their services. (paragraphs 7.2 below refer)
- 2.2.11 ensure that sufficient First Aid boxes are provided and First Aid notices displayed.
- 2.2.12 ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors.
- 2.2.13 provide personal protective clothing or equipment as necessary, and ensure staff know how to use and maintain them.

2.2.14 take the requirements of this Policy into account when placing orders for goods or services.

2.2.15 arrange for counselling to be offered to staff that have witnessed or have been subject to a traumatic incident.

### **3. PAT Safety Advisers will:**

3.1 provide additional advice and guidance, on request, to assist with the implementation of this Policy, and ensure it is kept up to date in accordance with any changes in legislation and reflecting current best practice.

### **4. Controllers of Premises must:**

4.1 ensure there are adequate First Aid Notices indicating the names and location of First Aiders and First Aid boxes, around the premises, in particular meeting rooms and training rooms.

4.2 agree common first aid arrangements where a workplace is shared with other agencies or departments.

4.3 ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements.

### **5. First Aiders will:**

5.1 Take control of an emergency situation and give appropriate first aid in line with their training and where necessary delegate members of staff to undertake the following tasks:

- ring emergency services,
- wait for ambulance,
- direct paramedics to scene of incident

5.2 in a serious emergency clear the area of any staff not involved in the incident to ensure that other staff are not subjected to further personal stress which might arise if they were to remain. The area also needs to be made clear for medical professionals responding to the emergency call.

5.3 be responsible for checking the contents of first aid boxes and that there is an adequate supply of materials and those supplies have not passed any expiry date (see Appendix A). Supplies will be purchased locally.

5.4 ensure that all used first aid material/soiled dressings etc are disposed of appropriately. Note that infectious items are to be treated as hazardous waste

and placed in appropriate containers (e.g. yellow bags) and disposed of in accordance with local arrangements.

- 5.5 ensure that records are kept of all first aid administered, in a First Aid book or similar, and if arising from an incident at work, also on a Health and Safety Incident/Violence Report Form.
- 5.3 be aware that the County Council's Employers Liability and Public Liability Insurance arrangements extend to the provisions of first aid at work.

## 6. Appointed Persons will:

- 6.1 take control of a situation when a First Aider is either not appointed or not available and give appropriate assistance in line with their training and where necessary delegate members of staff to undertake the following tasks:
  - ring emergency services,
  - wait for ambulance,
  - direct paramedics to scene of incident
- 6.2 be responsible for first aid equipment where a First Aider is not appointed to do so.

## 7. Training

- 7.1 First Aid training must be undertaken by organisations approved by the Health and Safety Executive and will conform to the criteria laid down in the guidance. However, where specific risks are identified in the workplace, additional specialised training to deal with these situations may also be necessary.
- 7.2. First Aiders must attend the following courses:
  - 7.2.1 An initial First Aid at Work Certificate course (4 days), followed by;
  - 7.2.2 A First Aid at Work Recertification course (2 days). Note: recertification must be completed **before** the expiry date of the certificate to maintain the qualification otherwise the First Aider must re- undergo a full four day course.
- 7.3 Appointed Persons must be suitably trained and where appropriate may be required to attend the following course:
  - 7.3.1 Appointed First Aid course (1 day), renewable after 3 years.

7.4 School Staff who administer first aid in schools can, as an alternative to the First Aid at Work courses (paragraph 7.2) undertake one of the following courses:

7.4.1 Schools First Aid Certificate course (3 days) (primary and special schools only);

7.4.2 followed by Schools First Aid Re-certification (1 day)

## **8. Definitions**

8.1 First-Aider

8.1.1 A person who holds a current First Aid Certificate issued following attendance at a training course approved by the Health & Safety Executive. (see paragraph 7.2)

8.2 Appointed Person

8.2.1 A person authorised and trained to take charge of a situation (e.g. to call an ambulance) if there is a serious illness or injury, and to oversee first aid arrangements generally where no First Aider is appointed.

8.2.2 A person who may or may not have attended the Emergency First Aid Course, but who nonetheless is not qualified to act as a First Aider and therefore cannot substitute for a First Aider.

## APPENDIX A: Approved Contents of First Aid Boxes and Kits

Contents	First Aid Boxes ( for up to 50 people )	Travelling First Aid boxes in Minibuses	Travelling First Aid Kits
Guidance Card/Leaflet.	1	1	1
Individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment (e.g. detectable dressings for food handling)	20	24	6
<b>Sterile eye pads,</b>	2	2	
Individually wrapped sterile triangular bandages	4	2	2
<b>Safety pins</b>	6	12	2
Medium size individually wrapped sterile wound dressings (unmedicated) – (approx. 12 cm x 12 cm)	6	6	
Large sterile individually wrapped wound dressings (unmedicated) – (approx. 18cm x 18sm)	2	2	1
Disposable gloves	1	1	1
<b>Resusciade</b>	2	2	
Individually wrapped moist cleansing wipes			1pkt

Where clean mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must not be re-used and must be used within their use-by date. The use of eye baths/cups or re-fillable containers is not permitted.

**The use of antiseptics is not necessary for first aid treatment of wounds.**

**Under no circumstances must medication or tablets be kept in first aid boxes/kits.**

**For further information and HSE guidance please visit the 'Health and Safety Executives Website' – First Aid at Work, for further information see; the First aid page where the link is provided.**