First Aid Policy

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Responsible Lead Executive Director:	**Director of Human Resources**
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CONSULTATION AND DISTRIBUTION RECORD	
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Distribution:	• Joint Policy Forum

CHANGE RECORD			
Date	**Author**	**Change**	**Version No.**
November 2008	J O'Donnell		1
August 2012	J Sheehan	Revision to reference new British Standard for First Aid box content. Transferred to new policy format	2
November 14	K McMullan	First aid training no longer needs to be provided by an HSE approved training organisation. 'Examples of the nature of First Aid provision in NHS Lanarkshire' has been removed. 'First Aid box contents' description has been removed and replaced with an email link. Heading of this appendix changed to read 'First aid box information' The three main hospital A&E departments are now not acceptable as a site's first aid provision – this paragraph has been removed.	

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		Addition of first aid needs assessment requirements. Control Book Section changed to 3N. Removed initial purchase of first aid kits in resource implications. Link to RIDDOR updated to Firstport2. First Aid at Work Assessment Tool (HSE) link removed as no longer available. Some grammar changes and sentences restructured throughout policy.	
May 2018	Risk Department	GDPR statement added into section 3 and updated name of Data Protection Act	3
June 2018	K McMullan	Review with minor changes	4
May 2020	K Torrance	Extended until June 2022 (COVID-19)	4
June 2022	K McMullan	New Policy Template used Names removed from the front of the policy Addition of UK GDPR, p.10 Removal of "Salus will assist with sourcing training providers", p.11 Addition of link to information on AED's, p.9 Sentence on receptionists and AED's, p.9 Additional sentence in section 5.4 re: requirements, p.9 Appendix 1 – addition of other site and service users Appendix 2 – removal of employers may wish to refer to the British Standard BS8599 Addition of link to First Aid Needs assessment in Health & Safety Control Book added to Appedix 1 Additional sentence re: Appendix 2 on p.9	5
June 2025	K McMullan	Format changed to Arial, 12. Consultation process / stakeholders section updated. "Salus" changed to NHS Lanarkshire Occupational Health and Safety (Salus) Resuscitation Council guide to AED link updated. Addition of home working and drivers considerations. First Aid Needs Assessment links updated. Datix changed to Inphase. RIDDOR link updated.	6

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		First aider requirements table removed.	

1. INTRODUCTION

This policy is intended to apply to all sites within NHS Lanarkshire. The administration of first aid treatment following an injury can preserve life and minimise the consequences of injury or illness. It is important to administer first aid treatment as soon as possible following an injury and NHS Lanarkshire has a legal duty to ensure the provision of adequate first aid at all times under The Health and Safety (First Aid) Regulations 1981.

2. AIM, PURPOSE AND OUTCOMES

It is the primary aim of the First Aid Policy to ensure that any NHS Lanarkshire employee and individuals who are not employees but who undertake duties on any premises owned, leased or managed by the organisation (including Bank and agency staff, Students, Volunteers, Contractors and suppliers working on NHSL premises) has adequate and appropriate access to first aid provision.

Based on an assessment of workplace risks, NHS Lanarkshire will follow HSE guidance to determine the recommended first aid provision required in each workplace.

3. SCOPE

- To provide guidance on the requirements for first aid provision
- To clarify individual roles and responsibilities
- To ensure all NHS Lanarkshire sites and work areas have access to an appropriately trained First Aider or Appointed Person and a fully stocked first aid kit.

3.1 Who is the Policy intended to Benefit or Affect?

The policy applies to all NHS Lanarkshire staff and others working within NHS Lanarkshire premises.

3.2 Who are the Stakeholders

NHS Lanarkshire has consulted with the listed stakeholders to produce this policy, setting out good practice on the development, implementation, monitoring and review of policies, ensuring the quality and consistency of all corporate policies

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4. PRINCIPAL CONTENT

4.1 Definitions

First aid

First aid is defined as the treatment of an injured/ sick person who

- will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained
- treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse

First aid provision in the workplace

First aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work. It doesn't matter if the illness or injury was caused by the work that they do, what is important is that they receive immediate attention and an ambulance is called in serious cases.

First Aider

A first aider is someone who should have undergone suitable training, have an appropriate First Aid qualification and remain competent to perform their role in administering first aid at work.
First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) certificates are valid for three years. Every effort should be made to ensure that first aiders attend a requalification course prior to the certificate expiry date. Any first aider who is not able to complete a requalification course after the expiry date of their three year certificate will be required to attend a full FAW/EFAW training course.

The Health and Safety Executive strongly recommend first-aiders undertake annual refresher training during any three-year FAW/EFAW certification period. Although not mandatory, this will help qualified first aiders' maintain their basic skills and keep up to date with any changes to first aid procedures.

Providing they can demonstrate current knowledge and skills in first aid, the training and experience of the following also qualify them to administer first aid in the workplace:

- 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 Regulations do not prevent staff who are specially trained from taking action beyond

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the initial management stage.

Appointed Person

An 'Appointed Person' is someone who is not a trained first aider but someone who takes responsibility for the first aid arrangements, including looking after the first aid equipment and facilities, and calling the emergency services when required.
An appointed person should be available when anyone is at work in an area for which they are responsible. This could mean that managers have to nominate more than one appointed person. However, it may be possible for adjacent areas to arrange mutual cover by an appointed person.

4.2 Risk Assessment of First Aid Provision

- The level of first aid provision NHS Lanarkshire has to make depends on the hazards and risks in each workplace. A risk assessment of the workplace should be carried out to establish the likely nature of accidents. Equipment, facilities and personnel need to be assessed. Clearly, different work activities involve different hazards; therefore it is important to undertake a risk assessment of all pertinent hazards, which should include the following:
- Any particular hazards in the workplace, i.e. any dangerous chemicals, heavy equipment, tripping hazards, hot surfaces etc. *Refer to the Health and Safety Control Book for further information*
- Any history of previous accidents or incidents, for example if there are a large number of tripping incidents in your area
- The size of the workplace and its location, i.e. whether it is within the hospital site and has access to A & E facilities or some distance away
- The nature of the workforce ie. young workers, trainees, pregnant workers, employees with disabilities or particular health problems including allergies
- The sharing of first aiders and facilities in multi-occupancy buildings
- Working patterns eg 'fixed base' working, shift work , peripatetic working, services requiring 24 hour cover, etc
- The needs of travelling, remote or lone workers
- Cover for leave/ absence of first aiders
- Number of non-employees (patients, service users, visitors, contractors, members of public, etc)
- The first aid provision already in place
- The number of staff and their distribution across the site (see below)

Automated External Defibrillators (AED's)

Where an employer has identified through their needs assessment that they wish to

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provide an automated external defibrillator (AED) in the workplace, then the Provision and Use of Workplace Equipment Regulations 1998 (PUWER) apply. For the purpose of complying with PUWER in these situations, the employer should provide information and written instructions, for example from the manufacturer of the AED, on how to use it. Fuller training, however, is likely to make the user more confident and is now an integral part of the syllabus for FAW and EFAW courses.
As best practice, staff based on site should be offered the opportunity to receive training in the use of an AED.
The resuscitation Council UK in collaboration with the British Heart Foundation have produced a guidance document for further information:
https://www.resus.org.uk/library/publications/publication-guide-automated-external-defibrillators

Home working and driving

If home work is low-risk, such as desk-based work, there is no need to have any first aid equipment beyond normal domestic needs.

If work involves lots of driving, keeping a first aid kit in the vehicle should be considered.
First aid in work: First aid for homeworkers and co-working spaces - HSE

All departments should now complete a first aid needs assessment to determine their first aid needs which is part of the Health & Safety Control Book. Information is available at: Home - Health and Safety

Appendix 1 outlines guidance on assessing first aid arrangements

Appendix 2 provides information on first aid boxes and links to the Health & Safety Control Book

5. ROLES AND RESPONSIBILITIES

5.1 Chief Executive
The Chief Executive has overall responsibility for the effective implementation of the first aid policy.

5.2 Directors
It is the responsibility of Directors to disseminate the policy within their area of responsibility and ensure implementation of the policy.

5.3 General Managers / Heads of Service and Departmental Managers
General Managers, Heads of Service and Department Managers are responsible for ensuring that the first aid policy is implemented and monitored within their areas of responsibility. In particular they must ensure:

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- There is adequate first aid provision within their areas of responsibility
- Appropriate first aid training courses are sourced if required
- That a suitable and sufficient risk assessment of first aid needs is carried out
- *Further information and guidance is available within the Health and Safety Control Book for Managers, Section 3N.*
- When identifying someone willing to take on the role of a first aider or appointed person, that they take into consideration the individual's normal duties and shift pattern so they may be able to respond immediately and rapidly to an emergency
- That all employees are informed of the first aid arrangements including the location of first aiders/ appointed person and first aid facilities, ideally during local induction
- That appropriate and adequate first aid notices are displayed in prominent positions detailing first aid arrangements: named first aiders and location of first aid boxes. Individuals with language difficulties or visual impairment are to be informed of these arrangements
- That records of first aid training and qualifications are maintained including expiry dates and when refresher training is required
- First aid needs are periodically reviewed – the first aid needs assessment should be reviewed at least annually, this is a requirement of the Health & Safety Control Book.
- That all incidents or accidents at work requiring first aid treatment are recorded on the Inphase system with RIDDOR reportable incidents reported to Health and Safety Executive, as per NHS Lanarkshire RIDDOR Reporting Procedure Home - Health and Safety
- First aid treatment records are maintained in line with UK GDPR

5.4 First Aider / Appointed Person

It should be noted that there is not a requirement to have a trained first aider where there is a qualified health professional (ie. nurse or doctor) and where there are nearby medical facilities such as a health centre, GP surgery, hospital and an appointed person will be sufficient, however this should be reviewed during the needs assessment. Where there are qualified health professionals on site, eligible staff will be asked to confirm that they are willing to act in this capacity and have their contact details shared on site. An appointed person will be an employee based on site who is willing to act in this role on a voluntary capacity.

First aider will be responsible for:

- Administering first aid depending on the nature of the injury and only as far as their training will allow and summoning help should it be required, eg calling for an ambulance
- Completing an incident report form each time first aid is administered
- Maintaining a record of first aid treatment provided

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- Notifying their line manager of first aid certification expiry date to allow refresher training to be arranged

First aider and appointed person will be responsible for:

- Ensuring the first aid box is adequately stocked with appropriate items
- Notifying their line manager of planned absences from work to allow alternative arrangements to be made.
- Maintaining a record of all incidents involving injuries or illness that they have attended including
    - Date, time, and place of the incident
    - Name of injured or ill person and their occupation
    - Details of the injury/illness
    - Details of first aid given
    - What happened to the person after treatment, eg attended A&E; went home, returned to work
    - Name and signature of the person dealing with the incident

5.5 Employees

All employees should ensure:

- That they are aware of first aid arrangements within their immediate work area and familiarise themselves with the names/ location of the nearest first aider/ appointed person
- All workplace incidents/ accidents are reported on the Inphase system

5.6 NHS Lanarkshire Occupational Health & Safety (Salus) Responsibilities

NHS Lanarkshire Occupational Health & Safety (Salus) will:

- Provide advice and support on first aid risk assessments/needs assessments
- Advise on any changes in First Aid Regulations & Guidelines

6. RESOURCE IMPLICATIONS

Time and support of managers/control book holders to first aiders

- Time for nominated staff to attend initial/review training
- Re-stocking of first aid box
- Time to complete first aid needs assessment and review (at least annually)

7. COMMUNICATION PLAN

The reviewed policy and process will be communicated via the NHSL internet, intranet and staff brief.

8. QUALITY IMPROVEMENT – Monitoring and Review

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This policy will be monitored by the Occupational Health and Safety Management Group (OHSMG) and reviewed with the Joint Policy Forum and Human Resources Forum.

9. EQUALITY IMPACT ASSESSMENT

This policy meets NHS Lanarkshire's EQIA ✓ (tick box)

10. SUMMARY or FREQUENTLY ASKED QUESTIONS (FAQs)

For a list of frequently asked questions, please refer to appendices 1 and 2.

11. REFERENCES

- The Health and Safety at Work etc. Act 1974.
- Health and Safety (First-Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- Provision and Use of Workplace Equipment Regulations 1998 (PUWER)
- UK General Data Protection Regulations

For further advice please contact your local Occupational Health and Safety Department (Salus).

12. CHECKLIST

To be sent to Corporate policies:-

Copy of completed policy
Copy of EQIA
Copy of assurance process document for all policies
Copy of fast-track document if applicable

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Appendix 1 Guidance on assessing first aid needs

The minimum first aid provision for each work area/site is:

- A suitably stocked first aid container.
- A person appointed to take charge of first aid arrangements.
- A method of recording any first aid treatment provided
- Information for employees and other site and service users on first aid arrangements.

This appendix will help you assess whether you need to make any additional provision. Please remember that first aiders and appointed persons take leave and can be 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.

Further information on assessing First Aid needs can be found in the First Aid section of the Health & Safety Control Book
Home - Health and Safety

Aspects to consider when carrying out an assessment:

Are there any specific first aid risks, for example working with;

- hazardous substances
- dangerous tools
- dangerous machinery
- dangerous loads?

If so you may need to consider specific training for first aiders, extra first aid equipment and the location/ availability of first aid equipment.

Are there different levels of risk in different parts of the work area?
If so you will probably need to make different levels of provision in different areas.

What is your record of accidents?
Consider the number and type of first aid injuries you have needed to deal with.

Are the correct number of first aiders/appointed persons in place?
Please see table below for further clarification

Are there inexperienced workers; staff with disabilities or specific health problems?
Consider the need for specialist provisions.

Are the premises spread out e.g. are there several buildings on the site or multi-floor buildings?
You may need to review where you site your first aid provisions.

Is there shift work or out of hours working?
Remember first aid cover needs to be available at all times to people are at work.

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Do you have staff who travel a lot or work alone?
Consider risks and history of previous incidents when assessing first aid needs ie. personal first aid kits, personal mobiles phones

Do any of your staff work at sites occupied by other employers?
You will need to co-operate and co-ordinate your arrangements with other site occupiers.

Do members of the public visit your premises?

You have no legal responsibilities for non-employees however you are strongly advised to include them in your provision.

Manager / Control Book Holder's First Aid Checklist

- Has a risk assessment been carried out by a competent person?
- Where significant risk is identified, is the risk assessment formally recorded using risk assessment form and available in department's Control book?
- Does the workplace have an adequate number of first aiders/appointed persons?
- Does first aid provision include non-employees?
- Is there adequate cover for annual leave and other foreseeable absences?
- Are notices posted in the workplace identifying who first aid personnel are?
- Are the notices up to date?
- Are arrangements in place to keep first aid boxes stocked?
- Do first aid boxes require any 'non-standard' items to cover specific types of injury or emergency?
- Do any staff need to be issued with personal first aid boxes?
- Does the workplace require a first aid room?
- If the workplace requires a first aid room, is it equipped with all necessary facilities and equipment?

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Appendix 2 First aid box information

First aid box/ containers must be:

- easily identifiable- marked with a white cross on a green background
- of sufficient size to fit all of the relevant components inside and close securely,
- clean, dustproof and damp proof

There is no mandatory list of items to be included in a first aid container. The decision on what to provide should be influenced by the findings of the first aid risk assessment.

Although is not a regulatory requirement under the Health and Safety (First-Aid) Regulations 1981 to purchase kits that comply with British Standard BS8599, NHS Lanarkshire has implemented their use throughout all sites. Further information on the contents of this kit can be found in the First Aid Narrative Section 3N of the Health and Safety Control Book:
Home - Health and Safety

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