

First Aid at Work Policy

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1. INTRODUCTION

The Health & Safety (First Aid) Regulations 1981 (FAW) came into force on 1st July 1982, with the objective of ensuring that employers make appropriate provision for first aid at work. In summary this means the provision of appropriate arrangements for workers who are injured or are taken ill at work, to receive immediate (first aid) attention and that an ambulance is called in serious cases.

NHS Southend Clinical Commissioning Group ("the CCG") is committed to providing a working environment where staff can operate safely. In doing so, the CCG is committed to meeting the requirements of national legislations and guidelines and as such the regulations of The Health and Safety (First-Aid) Regulations 1981. The CCG will ensure there are a suitable number of trained personnel, equipment and arrangements available to render first aid to employees if they are injured or become ill at work.

This policy provides guidance on the requirements for first aid provision. The policy applies to all employees and Board members of NHS Southend CCG whether on a permanent contract or member of bank or agency staff and in addition, to all contractors and visitors. The policy will be communicated to all Governing Body members and staff during their induction phase and a copy will be available on the CCG's shared folder area.

Where volunteers (unpaid workers) undertake work activities for the CCG they will be afforded the same first-aid provisions as employees.

There is no legal requirement to provide first-aid treatment to non-employees, e.g. members of the public, etc. although where it is offered there may be additional insurance implications.

The Occupiers' Liability Acts 1957 and 1984 in relation to the state and condition of the premises lays down a duty of care towards visitors, and even for the separate category of "contractual entrant". In the absence of any express provision in the contract, there is an implied term that the occupier owes the entrant the common law duty of care.

2. PURPOSE

The purpose of this policy is to provide guidance to CCG Board members and staff on the first aid arrangements and provision required throughout the organisation and the necessary training and that all appointed people or first aiders will require to fulfill their role safely and effectively.

3. DEFINITIONS

3.1 First Aid: (a) treatment for the purpose of preserving life and minimising the consequences of injury and illness until medical help is obtained, and (b) treatment of

minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

3.2 First Aider: a person appointed by an organisation in compliance with the Health & Safety (First-Aid) Regulations 1981 and who has received suitable up to date and appropriate training from a HSE approved training centre to administer first aid to employees, and visitors whilst at work.

3.3 Appointed Person: A person nominated to take charge of a situation if a serious injury / illness occurs in the absence of a recognized first aider (i.e. due to unforeseen absences), or if a risk assessment determines that a qualified first aider is not required. Appointed persons should have received training in emergency first aid.

4. ROLES & RESPONSIBILITIES

4.1 NHS Southend CCG Board

The CCG Board should ensure they have appropriate assurance that the requirements of the Health & Safety at Work Act 1974 and associated legislation and guidance are met and that they receive assurances on the system of internal control.

4.2 Accountable Officer/Clinical Chief Officer

The Accountable Officer/Clinical Chief Officer has overall strategic responsibility for the health, safety & welfare of all staff and any persons who might be affected by the activities of the CCG.

4.3 Chief Operating Officer

This COO has Board level responsibility for overseeing the implementation of this policy.

4.4 Chief Nurse

This postholder has the following responsibilities:

- Carrying out and regularly reviewing an organisational risk assessment to ascertain the required level of first aid provision
- Identifying work areas where first aid support and provision is required;
- Identifying employees who are prepared to take on responsibilities of the Certified First Aider and the associated training;
- Maintaining details of Certified First Aiders and Appointed Persons, their training records and training renewal dates;
- Ensure the provision and maintenance of first aid equipment;
- Communicate the location and names of Certified First Aiders and Appointed Persons to all staff within each respective work area. Such information should also be prominently displayed on strategically placed notices within the work area appendix 2;
- Assess first aid requirements for all lone working staff, where relevant.

4.5 Competent Health and Safety Person

This individual is responsible for providing qualified advice and support to the Head of Corporate Governance with regard to first aid from a health and safety perspective. The CCG currently obtains Competent Person support from Andrew Stride, of Basildon and Brentwood Clinical Commissioning Group.

4.6 First Aiders and Appointed Persons

First aiders and appointed persons are responsible for ensuring that their training and skills are kept up-to-date and that incidents which require their input are formally reported through the CCG's incident reporting process. These individuals are also responsible for ensuring that the first aid boxes are kept adequately stocked.

4.7 All Staff

All staff have the following responsibilities :

- To ensure that they are aware of all first aid arrangements within their immediate work area;
- Following any incident (including any instance where first aid was required), the person in charge of the particular work area should ensure the incident is reported in line with the Incident Reporting Policy, using the hard copy incident report forms available from the CCG Office and from the intranet;
- To only use the contents of first aid boxes for first aid purposes, and to inform their manager of any obvious shortfall in its contents.

5. POLICY PROCEDURAL REQUIREMENTS

5.1 First Aid Needs / Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require the CCG to make a suitable and sufficient assessment of the risks to the health and safety of employees, contractors and visitors in order to identify what measures are required to prevent or control these risks.

Identifying the likely nature of the accident or injury will help the workplace manager to establish the most appropriate type, quantity and location of first-aid facilities and personnel. In assessing the requirement for first-aid facilities and personnel, managers need to consider;

- Workplace hazards and risk;
- The number, type and distribution of employees;
- The history of accidents;
- 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.

The Approved Code of Practice (ACOP) offers the following guidance on the number of trained personnel that should be provided.

- **Low - risk workplaces**

Less than 25 employees – at least one appointed person

25 – 50 employees – at least one first-aider trained in Emergency First Aid at Work (EFAW)

More than 50 employees – at least one first aider trained in First Aid at Work (FAW) for every 100 employed (or part thereof).

- **High - risk workplaces,**

Less than 5 employees – at least one appointed person

5 – 50 employees – at least one first-aider trained in EFAW or FAW depending on the types of injuries that might occur

More than 50 employees – at least one first aider trained in FAW for every 50 employees or part thereof.

The assessment tools provided in this document were used to assess the first aid requirement of NHS Southend CCG. At the present time, the only premises occupied by the CCG is Suffolk House, 102-104 Baxter Avenue, Southend, SS2 6HZ.

The CCG is classed as a 'Small Business' which has just over 50 employees. Together this indicates that there should be at least one first aider trained in Emergency First Aid at Work based in the CCG Office.

In order to ensure adequate coverage during periods of annual leave, sickness or other absence, the CCG will appoint and train no less than 2 appointed persons. At least one of these appointees will be a staff member who works full-time for NHS Southend CCG, minimizing the risk of the organization being left without competent coverage at any time.

In line with the amendment made to the First Aid at Work Regulations by the HSE in July 2009 (LAC 28/1), the following clinical professionals are qualified to administer first aid in the workplace without the need for a FAW or EFAW certificate, provided they have current knowledge and skills in first aid and feel competent to do so :

- Doctors registered with the General Medical Council;
- Nurses registered with the Nursing & Midwifery Council
- Paramedics registered with the Health Professions Council

Given that a significant number of staff and Board members within the CCG fall into one of these categories, this will enhance the organisation's first aid provision, particularly during occasions where the CCG holds meetings attended by the public such as the Board and Commissioning Reference Group meetings.

The first aid risk assessment will be revisited annually or as either the nature or size of the organisation or the premises it occupies changes.

5.2 Equipment

The CCG will provide suitably stocked and properly identified first aid containers for each floor or discrete area. The appointed persons are required to ensure the containers in their work area are suitably stocked at all times. Following assessment employees who work alone will be provided with a travelling first-aid kit.

The content of the boxes (and kits) should be replenished, as soon as possible after use, in order to maintain an adequate supply of all materials. Sterile items should not be used after the expiry date shown. It is therefore essential that first aid equipment is checked frequently to ensure all items are available to use.

Standard first aid boxes, together with contents should be ordered using site specific ordering procedures. The boxes should be made of a suitable material, designed to protect the contents from damp and dust, and should be clearly identified as first aid containers. The marking used should be a white cross on a green background, in accordance with the Safety Signs Regulations 1980.

All first aid boxes will contain the following items:

- 1 guidance card
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment
- Sterile disposable gloves (latex free)
- 2 sterile eye pads, with attachment
- 6 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile un-medicated wound dressings (approx. 10cm x 8cm)
- 2 large sterile individually wrapped un-medicated wound dressings (approx. 13cm x 9cm)
- 3 extra large sterile individually wrapped un-medicated wound dressings (approx. 28cm x 17.5 cm)

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be reused once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups refillable containers should not be used again for eye irrigation.

Supplementary equipment may include suitable means for the transportation of casualties; blankets; aprons and other suitable protective equipment, scissors, ligature knives etc.

Where such equipment is considered necessary it should be stored in the vicinity of the first-aid boxes.

The CCG shall also provide for the provision of plastic disposable bags and for the safe collection and disposal of soiled dressings.

5.3 Notices

The Head of Corporate Services is responsible for ensuring the location of the first aid box, the name of the appointed persons and their contact details are posted on the office notice board.

First aid at work does not include giving tablets or medicines to treat illness. Therefore it is recommended that tablets and medicines should not be kept in the first-aid container. If an individual needs to take their own prescribed medication, the first aider is generally limited to helping them do so and to contact the emergency services as appropriate.

5.4. Training

Before taking up first aid duties, a first aider or appointed person should hold a valid certificate of competence in first aid at work (FAW) or emergency first aid at work (EFAW), issued by a training organisation approved by the Health & Safety Executive (HSE). The Head of Corporate Services will be responsible for organising such training.

FAW is a three day training course
EFAW is a one day training course

As noted in section 5.1., the CCG only requires EFAW-trained first aiders to comply with the Regulations. Should the risk profile and size of the organization change in future, then either FAW or EFAW training will be commissioned for first aiders or appointed persons as appropriate.

On successful completion of the FAW/EFAW course staff will be issued with a certificate valid for three years. First aiders need to undertake either FAW/EFAW requalification within three months of the expiry date of the certificate. First aiders also are strongly recommended to attend annual refresher course. The training algorithm is outline in appendix 1.

The Corporate Services Department will keep training records relating to first aid.

5.5 Incident Reporting and Record Keeping

All incidents requiring the administration of first aid will be reported using the CCG's incident reporting system. Records relating to the administration of first aid will be retained for ten years from the date of the incident, in line with Department of Health record retention guidelines.

A detailed record of all first-aid treatment provided is to be recorded and maintained. Such records should contain the following information:

- date, time and location of the incident;
- name, address, telephone number, date of birth and job title of casualty;
- treatment details;
- details of actions taken immediately after treatment;
- name and signature of the person administering treatment;
- the use of an Incident Report Form for this record is suitable.

Records are to be forwarded to the Head of Corporate Services as soon as possible in accordance with the RIDDOR Regulations 1995 (as amended).

Records are to be complete, log numbered or chronologically filed and retained for audit or investigative purposes for **not less than 3 years**. Recording documentation should be in line with the Data Protection Act 1998

6. MONITORING COMPLIANCE

This Policy will be monitored by the Quality Finance and Performance Committee, taking into consideration expert Health & Safety advice where necessary. The Chief Operating Officer has overall responsibility for monitoring the implementation of this policy.

This Policy will be reviewed on a two yearly basis by the Head of Corporate Services.

If only minor revisions are made then the version number for the policy will be updated e.g. from version 1.0 to 1.1.

7. ASSOCIATED DOCUMENTATION

Health & Safety Policy
Incident Reporting Policy & Procedure
Risk Management Strategy

8. REFERENCES

First aid at work: your questions answered INDH214 HSE Books 1997
HSE First aid at work newsletter Issue 1 July 2009
Safety Signs Regulations 1980
The Health & Safety (First-aid) Regulations 1981 Approved Code of Practice & Guidance (L74)¹
The Management of Health and Safety at Work Regulations 1999
Winton, C. 2003. Evaluation of the Health and Safety (First-Aid) Regulations 1981 and the approved code of practice and guidance. RR069 HSE

9. LIST OF STAKEHOLDERS CONSULTED

Name	Title	Comments received Y/N	Comments incorporated Y/N
Policy Assurance Group			
Andrew Stride	Head of Corporate Governance for Basildon and Brentwood CCG	Yes	Yes

10 EQUALITY IMPACT ASSESSMENT

NHS Southend CCG is committed to carrying out a systematic review of all its existing and proposed policies to determine whether there are any equality implications.

This policy has been assessed using the CCG's Equality Impact Assessment framework and identified as having the following impact/s upon equality and diversity issues:

Age	Marital Status	Disability	Gender	Pregnancy	Race	Sexuality	Religion	Human Rights	Total Points	Impact
0	0	0	0	0	0	0	0	0	0	None

Points	Scoring
3 – This area has a high relevance to equalities 2 – This area has a medium relevance to equalities 1 – This area has a low relevance to equalities 0 – This area has no relevance to equalities	13-18 points – high impact 7-12 points – medium impact 0-6 points – low or no impact

Rationale:

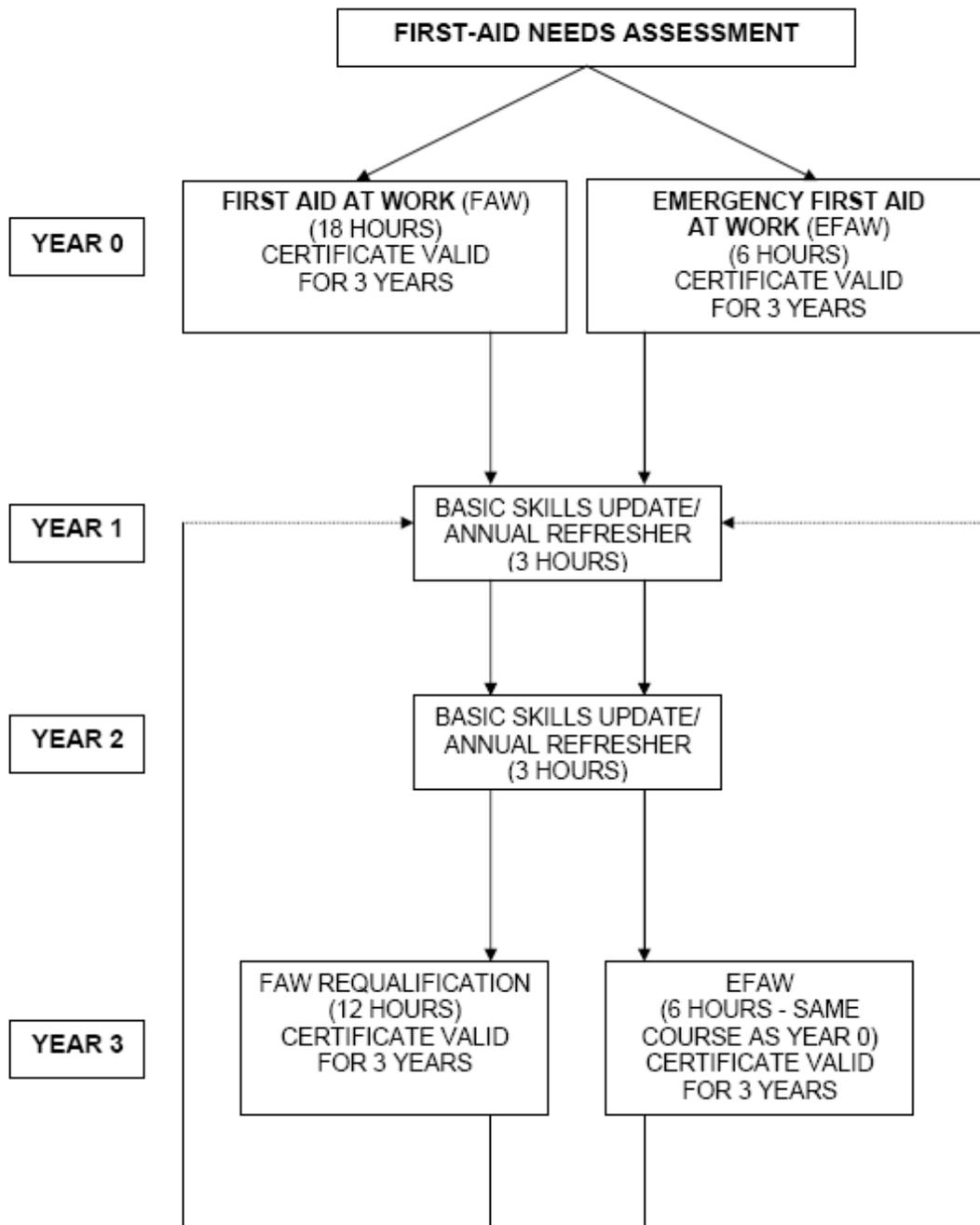
This policy applies to all staff whether or not any of the above categories apply

11. Version Control

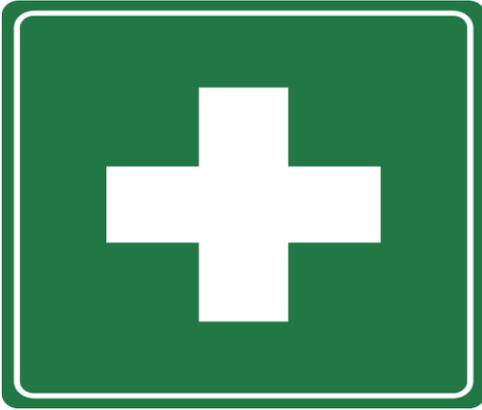
	Version	Author: Name & Title	Date Policy Issued	Date Policy Due to be Reviewed
	1.0	Angela Paradise	October 2014	October 2016

APPENDIX 1

First Aid courses to complete over an initial three year period and in subsequent years



APPENDIX 2



First Aid

In the event of an accident or medical emergency contact the NEAREST first aider without delay!

Your nearest first aiders are:

NAME	LOCATION	PHONE

If emergency services are required dial 999

