

## First Aid at Work SOP

Issue Date	Review Date	Version
October 2019	October 2022	2

### Purpose

To ensure that PHNT has effective arrangements in place to provide adequate and appropriate equipment facilities and personnel to ensure that its employees receive immediate attention if they are injured or taken ill at work

### Who should read this document?

All employees in the workplace

### Key messages

In the event of injury or sudden illness, failure to provide first aid could result in a casualty's death

### Accountabilities

<b>Production</b>	Health & Safety Human Resources & Organisational Development
<b>Review and approval</b>	Health & Safety Committee
<b>Ratification</b>	Director of Corporate Business
<b>Dissemination</b>	Health & Safety
<b>Compliance</b>	Health & Safety Committee/HR&OD Committee

### Links to other policies and procedures

Health & Safety Policy  
Management of Contamination Incidents SOP  
Incident Management Policy

### Version History

1	September 2016	Reviewed and Approved by Health and Safety Committee
2	October 2019	Small Amendments

*The Trust is committed to creating a fully inclusive and accessible service. By making equality and diversity an integral part of the business, it will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.*

**An electronic version of this document is available in the Document Library. Larger text, Braille and Audio versions can be made available upon request.**

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

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## First Aid at Work Standard Operating Procedure

### 1 Purpose and Scope

#### Introduction

The purpose of this document is to outline appropriate arrangements for the provision of first aid.

Implementation of this policy will ensure:

- There is adequate provision of facilities, equipment and trained staff to administer first aid treatment for employees who are injured or become ill at work.
- First Aid has two functions:
  - Firstly, it deals with the provision of treatment of minor injuries which do not require the help of a medical practitioner or nurse.
  - Secondly it provides treatment for the purpose of preserving life and minimising the consequences of injury or illness until professional medical help can be obtained. If any Incident occurs on the PHNT site where the injured person **requires urgent medical attention** and you are the first person on scene call Ext. 3333

For a **Cardiac Arrest** the telephone Ext. is 2222

If any incident occurs at an **off PHNT site location** where the injured person **requires urgent medical attention** and you are the first person on scene call 999.

#### Definitions

##### First Aid

First aid is the treatment given to preserve life and minimise the effects of injury and illness until professional medical assistance is received. First aid can also be the treatment of minor injuries which may not need the immediate attention of a Doctor. 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. 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.

### **First Aider**

A first aider is someone who has undergone an approved training course in administering first aid at work and holds a current First Aid at Work Certificate (FAW) or someone who has undertaken the Emergency First Aid at Work training (EFAW) as approved by the Health and Safety Executive. First Aiders must undertake update training every 3 years in order to continue to be an approved First Aider

*Note: Under the Health & Safety (First Aid) Regulations 1981 Registered Doctors and Nurses are exempt from the First Aid at Work certificate and are accepted as being First Aiders provided they can demonstrate current knowledge and skills in first aid*

### **Appointed Person**

The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required

The appointed person is **not** responsible for administering first aid and should never attempt to do so. They will usually be relied on in cases of unforeseen absence of the First Aider to notify emergency services.

To fulfill their role, appointed persons do not need first-aid training. However, emergency first-aid training courses are available

An appointed person is required for every area as the minimum requirement to take charge of first-aid arrangements. This role could be allocated to ward / department manager or a nominated deputy.

### **First Aid Box**

A first aid box should be green and marked with a white cross. This should be accessible at all times and contain appropriate contents that are in-date and appropriate to the risks in the work area (see Appendix 1). For clinical areas, an appropriately stocked top-up store can be deemed as the first aid box.

## **Personal First Aid kits**

For those persons employed who are required to travel as a significant part of their job a personal first aid kit will be provided and kept in the vehicle. These are first aid kits which can be used to treat themselves in the event of an injury or illness.

## **First Aid Equipment**

First aid equipment is any item (e.g. bandage, plaster, or sling) that may be used in the event of an injury requiring first aid. A list of suggested first aid equipment can be found in Appendix 1. A local assessment should determine the need for extra items of first aid equipment for the first aid box/ store. All first aid equipment must be kept in the first aid box and be replaced when it expires or is used.

## **Regulatory background**

### ***Health and Safety at Work, etc. Act 1974,***

The Health and Safety (First-aid) Regulations 1981 (as amended 2013)

The Management of Health and Safety at Work Regulations 1999

Health and Safety (Sharps Instruments in Healthcare) Regulations 2013 (Sharp Regulations)

HSE Guidance – First Aid Website: <http://www.hse.gov.uk/firstaid/index.htm>

## **Key Duties**

Each Care Group Manager must make a First Aid Needs Assessment appropriate to the circumstances (hazards and risks) of each workplace – see Appendix 2. Where it is deemed necessary to appoint a first aider the Care Group Manager should ensure they have undertaken suitable training, have an appropriate first aid qualification, and remain competent to perform their role

Appointed Persons are responsible for frequently examining and replenishing the contents of the first aid boxes as soon as possible after use, disposing of items safely once they reach their expiry date

## **Monitoring and assurance**

Compliance with this SOP will be monitored by the Health & Safety Team, Occupational Health and Wellbeing Team and the HROD Team. The output of this monitoring will be reported to the Health & Safety Committee annually together with recommendations for improvement and actions to address any issues arising. The Health and Safety Committee will monitor delivery of the action plan and will determine the frequency of updates to be reported to them based on the severity of the issues arising

### **Assessment of First Aid Needs**

The organisation is responsible for carrying 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. The determining factors are more particularly referred to the HSE's Table 1 Checklist for assessment of first-aid needs which have been included in Appendix 2. Appendix 3 contains a First Aid Requirements Summary for ease of use.

### **Employees working away from the main site**

Employers are responsible for meeting the first-aid needs of their employees working away from the main site. The assessment of first-aid needs should determine whether:

- those who travel long distances or are continuously mobile should carry a personal first-aid box; and
- employees should be issued with personal communicators/mobile phones

### **How many first-aiders do I need?**

The findings of your first-aid needs assessment will help you decide how many first-aiders are required. There are no hard and fast rules on exact numbers and you will need to take into account all the relevant circumstances of your particular workplace. See the table in the leaflet [First aid at work assessment tool](#) which is located on the HSE website. Table 2 of Appendix 2 contains suggestions of numbers of first aid personnel to be available at all times people are at work

### **Contamination Incidents**

Prevention of Contamination Incidents Standard Operating Procedure may be located on the Occupational Health & Wellbeing Trust Documents and contains emergency first aid information to follow in the event of a contamination incident

### **Report Incidents where first aid was administered**

All incidents involving first aid must be reported on Datix which is the Trust's incident reporting form in line with the Incident Management Policy

### **Training requirements**

The First Aid Needs Assessment undertaken by the Care Group Manager will determine the number of authorised first aiders required. The HSE's guidance on Selecting a First Aid Training Provider may be obtained from their website as follows. <http://www.hse.gov.uk/pubns/geis3.pdf> HR&OD are able to source first aid training upon request by the Care Group Manager for nominated persons.

### **3 Document Ratification Process**

The design and process of review and revision of this procedural document will comply with The Development and Management of Trust Wide Documents.

The review period for this document is set as default of three years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be approved by the Health & Safety Committee and ratified by the Director of Corporate Business

Non-significant amendments to this document may be made, under delegated authority from the Director of Corporate Business, by the nominated author. These must be ratified by the Director of Corporate Business and should be reported, retrospectively, to the Health & Safety Committee.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes

#### **Dissemination and Implementation**

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Trust Wide Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the Director of Corporate Business and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

### **4 Reference Material**

The Health and Safety at Work, etc. Act 1974,

The Health and Safety (First-aid) Regulations 1981 (as amended 2013)

The Management of Health and Safety at Work Regulations 1999

HSE Guidance – First Aid Website: <http://www.hse.gov.uk/firstaid/index.htm>

Safety Representatives & Safety Committee Regulations 1977



The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#));
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile individually wrapped un-medicated wound dressings;
- medium-sized sterile individually wrapped un-medicated wound dressings;
- disposable gloves

Point to consider	Impact on first-aid provision
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**Hazards** (use the findings of your general risk assessment and take account of any parts of your workplace with different work activities/hazards that may require different levels of first-aid provision)

<p>Does your workplace have low-level hazards, eg the ones you might find in offices and shops?</p>	<p>The minimum provision is:</p> <ul style="list-style-type: none"> <li>● an appointed person to take charge of first-aid arrangements;</li> <li>● a suitably stocked first-aid kit.</li> </ul>
<p>Does your workplace have higher-level hazards, such as chemicals or dangerous machinery? Do your work activities involve special hazards, such as hydrofluoric acid or confined spaces?</p>	<p>You should consider:</p> <ul style="list-style-type: none"> <li>● providing first-aiders;</li> <li>● additional training for first-aiders to deal with injuries caused by special hazards;</li> <li>● additional first-aid equipment;</li> <li>● precise location of first-aid equipment;</li> <li>● providing a first-aid room;</li> <li>● informing the emergency services in advance.</li> </ul>

**Employees**

<p>How many people are employed on site?</p>	<p>The minimum provision is:</p> <ul style="list-style-type: none"> <li>● an appointed person to take charge of first-aid arrangements;</li> <li>● a suitably stocked first-aid box.</li> </ul> <p>Depending on your circumstances, you should consider providing:</p> <ul style="list-style-type: none"> <li>● first-aiders;</li> <li>● additional first-aid equipment;</li> <li>● a first-aid room.</li> </ul>
<p>Are there inexperienced workers on site (including those on 'work experience'), or employees with disabilities or particular health problems?</p>	<p>You should consider:</p> <ul style="list-style-type: none"> <li>● additional training for first-aiders;</li> <li>● additional first-aid equipment;</li> <li>● location of first-aid equipment.</li> </ul>

**Accidents and ill-health records**

<p>What injuries and illness have occurred in your workplace and where did they happen?</p>	<p>Make sure your first-aid provision caters for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health, and review your first-aid provision as appropriate.</p>
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Point to consider	Impact on first-aid provision
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### Working arrangements

Do you have employees who travel a lot, work remotely or work alone?	<p>You should consider:</p> <ul style="list-style-type: none"> <li>● issuing personal first-aid kits;</li> <li>● issuing personal communicators/mobile phones to employees.</li> </ul>
Do any of your employees work shifts or work out of hours?	You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, eg are there several buildings on the site or multi-floor buildings?	You should consider provision in each building or on each floor.
Is your workplace remote from emergency medical services?	<p>You should:</p> <ul style="list-style-type: none"> <li>● inform the emergency services of your location;</li> <li>● consider special arrangements with the emergency services;</li> <li>● consider emergency transport requirements.</li> </ul>
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have enough provision to cover for your first-aiders or appointed persons when they are absent?	<p>You should consider:</p> <ul style="list-style-type: none"> <li>● what cover is needed for annual leave and other planned absences;</li> <li>● what cover is needed for unplanned and exceptional absences.</li> </ul>

### Non-employees

Do members of the public visit your premises?	Under the Regulations, you have no legal duty to provide first aid for non-employees, but HSE strongly recommends that you include them in your first-aid provision.
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Table 2 Suggested numbers of first-aid personnel to be available at all times people are at work

From your risk assessment, what degree of hazard is associated with your work activities?	How many employees do you have?	What first-aid personnel do you need?
<b>Low-hazard</b> , eg offices, shops, libraries	Fewer than 25	At least one appointed person
	25–50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
<b>Higher-hazard</b> , eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person
	5–50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

*NB This table refers to FAW and EFAW – but you may choose some other level of training appropriate for your circumstances.*

The following guide should be used to determine each department's specific first aid requirements:-

Determine Department risk level				
<b>LOW</b>	On main Derriford Site      Low hazard			
<b>MEDIUM</b>	Off main Derriford Site      Low hazard			
<b>HIGH</b>	On / off main Derriford Site      Higher hazard/activity associated with the work			
Minimum Requirement		Low	Medium	High
First Aid Personnel (consideration must be given to 24 hour shift patterns)				
Appointed person (AP)	This can be a person in charge of a shift	At least 1 AP per department/shift		
First Aider (FA)	Less than 25 staff	None	None	1 FA
	More than 25 staff	None	1 per 100	1 per 50
Access to First Aid (Ensure that all staff have received instruction on what to do)				
First aid assistance	Obtaining first aid medical assistance or Cardiac arrest	ED 24 hour Tel. 2222 / 3333	Tel. (9)999	ED 24 hour Tel. (9)999 OR Tel 2222 / 3333
Contamination injury	All staff must be aware of what to do in the event of a Contamination Injury	Refer also to Management of Contamination Incidents SOP		
First Aid Equipment/signage				
Signs	Display sign stating name of duty FA / AP			
Equipment	First aid equipment relevant to the work activity to be stocked and stored appropriately			
High Risk Areas - Risk Assessment requirements				
Managers in areas with high level hazard must complete a full risk assessment with full consideration being given to:-				
The hazard and risk		The location of department / work activity		
Any accident / incident history		Annual leave / sickness absence / shift work		