## First Aid at Work Policy

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<tr>
<th>CATEGORY:</th>
<th>Policy</th>
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<tr>
<td>CLASSIFICATION:</td>
<td>Health and Safety</td>
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<tr>
<td>PURPOSE</td>
<td>To ensure arrangements are in place to provide first aid to employees and members of the public that are injured or become ill on Trust premises in compliance with The Health and Safety (First Aid) Regulations 1981.</td>
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<td>Controlled Document Number:</td>
<td>122</td>
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<tr>
<td>Version Number:</td>
<td>5</td>
</tr>
<tr>
<td>Controlled Document Sponsor:</td>
<td>Director of Corporate Affairs</td>
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<tr>
<td>Controlled Document Lead:</td>
<td>Senior Health and Safety Adviser</td>
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<tr>
<td>Approved By:</td>
<td>Chief Executive</td>
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<tr>
<td>On:</td>
<td>November 2014</td>
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<tr>
<td>Review Date:</td>
<td>November 2017</td>
</tr>
<tr>
<td>Distribution:</td>
<td></td>
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<td>- Essential Reading for:</td>
<td>All Trust Managers</td>
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<td>- Information for:</td>
<td>All Staff</td>
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1 Policy Statement

1.1 Under the Health and Safety (First Aid) Regulations 1981 University Hospitals Birmingham Foundation Trust (the Trust) has a duty to provide adequate and appropriate equipment, facilities and personnel to ensure its staff receive immediate attention if they are injured or taken ill at work regardless of whether or not the injury or illness has been caused by the work they do.

1.2 This policy aims to ensure implementation of the general obligations as set out above and also takes account of HSE’s 2013 guidance on the First Aid Regulations and forms part of the overall health and safety at work policy framework.

2 Scope

This policy applies to all services within the Trust and all staff working for and on behalf of the Trust including contractors, volunteers, students, locum and agency staff and staff employed on honorary contracts. The Trust will also include members of the public in its assessment of first aid needs and will aim to provide first aid to anyone that is taken ill or injured whilst on its premises.

3 Framework

3.1 Definitions

Within the context of this policy the following definitions apply:

3.1.1 First Aider

- An employee who has agreed with their employer to be a designated First Aider, has had appropriate training and holds a current first-aid at work certificate that is valid for 3 years, or

- Qualified doctors and nurses who have agreed with their employer to be a designated first aid provider; any clinical staff (this include clinical staff who are not doctors or nurses) who are currently HLS competent will be competent to provide an immediate emergency response to sick or injured staff or patient (first aid).

3.1.2 Appointed Person

- Where an assessment of first-aid needs identifies that a designated first-aider is not required, the minimum requirement is to appoint a person to take charge of the first-aid arrangements, including looking after equipment and facilities such as a First Aid box, and calling the emergency services when required.
Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.
- To fulfil their role, appointed persons do not need first-aid training, though they may benefit from completion of Hospital Life Support (HLS) training.

3.1.3 Casualty
An employee of the Unit, a person on authorised attachment to the unit or a member of the public in need of treatment in the initial minutes after an accident, injury or sudden illness sustained whilst on the premises.

3.1.4 First Aid
The initial treatment of any injury or sudden illness suffered at a place of work to:
- Preserve life or minimise the consequences of the injury or illness until medical help is available.
- Provide treatment of minor injuries which would otherwise not receive attention, but do not need to be treated by a doctor or nurse.

3.1.5 Nominated Manager
This title refers to the Nominated Manager for an area/department, appointed in accordance with the Health & Safety Policy.

3.2 Assessing First Aid Needs
3.2.1 Nominated Managers should carry out an assessment of first-aid needs to determine what to provide. What is ‘adequate and appropriate’ will depend on the circumstances of each workplace. This includes a consideration of hazards and risks, such as risk of electric shock, potential exposure to hazardous chemicals or continuously mobile transport workers; this will determine whether “first-aiders” or “appointed persons” are needed, any additional training to deal with injuries resulting from special hazards, what should be included in a first-aid box and what equipment and facilities are required.

3.2.2 The Nominated Manager should carry out the needs assessment using the “checklist for assessment of first aid needs” at pages 4-5 of the HSE document “First Aid at Work”:

In clinical areas, where clinical staff meet the requirements set out in the Trust Resuscitation Policy and Procedure, this will also meet the requirements of this Policy;
In ward areas, it would also be helpful to assign the ward housekeeper as an Appointed Person, to check first aid supplies as part of their duties.

3.2.3 The completed assessments will be stored on the departmental health and safety record system/file. The First Aid Needs Assessments will be reviewed by the Nominated Manager annually and/or when there is a change of use of the premises.

3.2.4 Arrangements for the provision of First Aid will be communicated to staff by their Line Manager and reviewed annually. Safety Signs (green and white) that provide information on how to access first-aid treatment should be displayed in all areas. However, electronic message boards are an acceptable alternative. This is to ensure that staff and visitors will be informed of the arrangements in place and know where to seek immediate help in the event of sudden illness or injury whilst on Trust premises.

3.2.5 Where the site is occupied by more than one employer, there should be consultation, co-operation and communication as to their shared risks in order for appropriate provision of First Aid to be available to the employees of both.

3.2.6 First Aid does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving First Aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice.

3.3 First aid materials, equipment and facilities

The minimum equipment is a suitable first-aid container, identified with a white cross on a green background and stocked with materials for providing first aid. Additional equipment, as identified in the First Aid Needs Assessment, may also be required for risks particular to a specific work area. A minimum contents list is provided in appendix A.

3.4 Training

In clinical areas, where clinical staff meet the requirements set out in the Trust Resuscitation Policy and Procedure, this will also meet the requirements of this Policy: [http://uhbhome/Microsites/Training_Development/Courses/hospital-life-support.htm](http://uhbhome/Microsites/Training_Development/Courses/hospital-life-support.htm)

Non-clinical staff who agree to be the designated First Aider will attend the Trust approved training which is to be arranged via the Learning and Development Department: [http://uhbhome/Microsites/Training_Development/Courses/first-aid-at-work.htm](http://uhbhome/Microsites/Training_Development/Courses/first-aid-at-work.htm)
4 Duties

4.1 Board of Directors (BOD)
The BOD has overall responsibility for health and safety. The Director of Corporate Affairs is the nominated Director for Health and Safety. The day to day management is delegated to Senior Divisional Managers, Group Managers, Heads of Departments and Line Managers.

4.2 Senior Divisional Managers, Group Managers, Heads of Departments
Senior Divisional Managers, Group Managers, Heads of Departments will:
- Identify the funding for the provision of First Aid in their area;
- Monitor compliance with this policy.

4.3 Nominated Managers
Nominated Managers will:
- Assess the first aid needs for their area of responsibility or control (see para 3.2.2 above)
- Ensure sufficient provision for attendance by First Aiders in the event of an incident is made during all working hours, in accordance with the outcome of the risk assessment.
- Record the details of First Aiders in their area and ensure their certificate is valid (non-clinical areas) or their resuscitation training is current (clinical areas).
- Liaise, if appropriate, with other managers to provide sufficient first aid cover during absences.
- Arrange Trust approved training of first aiders (Paragraph 3.4);
- Provide information to employees about the first aid service available and display notices with the name and location of the nearest first aider and equipment.
- Notify employees of the departmental procedures and action to take in the event of an injury or sudden illness.
- Provide local written guidance on the access to a first-aider to be used in the event of an injury or sudden illness to ensure provision of first aid treatment and medical aid.
- Ensure all injuries are reported on the Trust Datix incident reporting system.

4.4 Employees
Employees will:
- Bring to the attention of a qualified First Aider any injury or sudden illness which requires treatment.
- Co-operate with the First Aider to obtain appropriate medical aid.
- Co-operate with the manager to ensure the department procedure is followed in the event of an injury or sudden illness.
- Report all accidents / incidents on the Trust Datix incident reporting system.

4.5 First-Aiders/Appointed Persons
First-Aiders, or in their absence the Appointed Persons, will:
Ensure they have a valid First Aid/Appointed Persons Certificate and appropriate training for any first aid equipment they are required to use in their work area.

Assess and treat any person that is referred to them in accordance with their training and competence.

Ensure they do not put themselves at risk, whilst attending the casualty.

Refer the casualty for further medical aid where indicated. This would be either to the casualty’s local General Practitioner or to the Emergency Department (ED) (A&E department). In the latter case the first aider will arrange for the individual to be accompanied and transported to the ED.

Ensure all treatment given is recorded on the Incident Report.

Ensure cleanliness of first aid equipment, and that appropriate supplies are available in the first aid box after each use.

5 Implementation and Monitoring

5.1 Staff will be informed of the revision of this policy via the established Trust communication channels of Team Brief and electronic communication.

5.2 The Policy will be monitored in accordance with the monitoring matrix as seen at Appendix 2.

6 References

Health and Safety Executive First Aid micro site:
http://www.hse.gov.uk/firstaid/

7 Associated Policy and Procedural Documentation

Trust Health and Safety Policy:
http://uhbhome/Microsites/Policies_Procedures/health-and-safety.htm

Trust Resuscitation policy:
http://uhbpolicies/assets/ResuscitationPolicy.pdf

Trust Resuscitation Procedure:
http://uhbpolicies/assets/ResuscitationProcedure.pdf

Lone Workers risk assessment:

Security Policy:
http://uhbhome/Microsites/Policies_Procedures/security.htm
Appendix A

Contents of a First Aid Box

There is no mandatory list of items to be included in a first-aid box
The decision on what to provide will be influenced by the findings of the first-aid needs assessment. In some work areas, for example, there may be a need for an Eye Irrigation Station if there is a risk of dust, chemicals, or particles of metal entering the eye of the operator. 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 work5);
- 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, preferably 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 non-latex disposable gloves

Travelling first-aid kit contents
There is no mandatory list of items to be included in first-aid kits for travelling workers. They might typically contain:

- a leaflet giving general guidance on first aid (for example, HSE’s leaflet Basic advice on first aid at work5);
- six individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- two individually wrapped triangular bandages, preferably sterile;
- two safety pins;
- one large sterile un-medicated dressing;
- individually wrapped moist cleansing wipes;
- two pairs of non-latex disposable gloves.

Either of the above should be considered as suggested contents lists only. First aiders may wish to refer to British Standard BS 8599 which provides further information on the contents of workplace first-aid kits. Whether using a first-aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.
Appendix B: Policy Monitoring Matrix

<table>
<thead>
<tr>
<th>MONITORING OF COMPLIANCE</th>
<th>MONITORING LEAD</th>
<th>REPORTED TO PERSON/GROUP</th>
<th>MONITORING PROCESS</th>
<th>MONITORING FREQUENCY</th>
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<td>Nominated Managers are identified to carry out Risk Assessments</td>
<td>Divisional Directors of Operations</td>
<td>Trust HS &amp; E meetings</td>
<td>Rolling Programme of Health and Safety Inspections/audits</td>
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<td>Mandatory resuscitation training report from Training Admin</td>
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<tr>
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<td>Resuscitation Committee Chair and Governance Lead</td>
<td>Mandatory resuscitation training report (did not attend) from Training Admin</td>
<td>Quarterly</td>
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