

First Aid Procedure

CATEGORY:	Procedure
CLASSIFICATION:	Health and Safety
PURPOSE:	To ensure arrangements are in place to provide First Aid to employees and non-employees that are injured or become ill on Trust premises
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• Information for:	All Staff

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1. Procedure Statement

- 1.1 The purpose of this procedure is to ensure arrangements are in place for University Hospitals Birmingham NHS Foundation Trust (the Trust) to provide First Aid to employees whilst at work and non-employees who are injured or become ill on Trust premises. Compliance with this procedure will also ensure that the minimum legal standards as documented in the Health And Safety (First Aid) Regulations 1981 are met.
- 1.2 The Trust expects that all First Aid emergencies will be attended to by health-care professionals at the earliest opportunity.

2. Assessing First Aid Needs

2.1 Definitions

Appointed Person	Where a First Aid needs assessment 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 kit, and contacting the emergency services when required. Arrangements must be made for an Appointed Person to be available to undertake these duties at all times when employees are at work.
Casualty	Any employee or non-employee in need of First Aid following an incident, injury or sudden illness sustained whilst on Trust premises and in the case of employees only, whilst at work at any location.
First Aid	The initial treatment of any injury or sudden illness occurring on Trust premises or at another place of work to: - <ul style="list-style-type: none">• Preserve life or minimise the consequences of the injury or illness until appropriate treatment is available• Provide treatment of minor injuries which would otherwise not receive attention, but do not need intervention by a health-care professional.
First Aider	<ul style="list-style-type: none">• 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, or• A qualified health-care professional with a current professional registration and current Hospital Life Support (HLS) competency who has agreed with their manager to provide emergency First Aid.
Nominated Manager	The post holder identified by the Divisional Managing Director or relevant Executive Director, as having responsibility for carrying out the duties set out in the Trust Health And Safety Policy for a particular ward/area.

2.2 Nominated Managers are required to assess the level of First Aid required for their ward/area and complete a First Aid Needs Assessment (Appendix A). The required provision will depend on many factors including but not limited to: -

2.2.1 *Type of Hazards*

Whether the ward/area contains low-level hazards only such as those that might be found in an office or whether there higher-level hazards such as those that might be found in a ward, laboratory, service yard etc.

2.2.2 *Number of Employees*

The more employees there are in a ward/area, the more First Aid provision is required. For every 50 employees or part thereof in the ward/area:-

- a) an additional First Aider is required; and
- b) a larger First Aid kit is required

2.2.3 *Workforce Demographic*

The particular needs of young employees, trainees, pregnant employees and employees with disabilities or particular health problems must be considered.

2.2.4 *Incident History*

Information from previous incidents in the ward/area must be considered when assessing the future first-aid needs.

2.2.5 *Travelling, Remote and Lone Workers*

Travel First Aid Kits must be provided for employees working away from any Trust premises e.g. employees who work alone and/or where travel forms a significant part of their work routine. All Trust vehicles must carry a travel First Aid Kit (Appendix B). Additional provisions such as mobile phones/pagers must also be considered for summoning assistance in an emergency.

2.2.6 *Work Patterns*

First Aid requirements may vary where employees work shifts or out-of-hours. Sufficient provision must be available when employees are at work. Separate arrangements may have to be made for each shift.

2.2.7 Workforce Distribution

The size and layout of the ward/area must be considered e.g. the ward/area may be split over two sites or sited on more than one floor.

2.2.8 Location of Ward/Area In Relation to Emergency Medical Services

If the ward/area is offsite and remote from emergency medical services, emergency procedures including how to get to the nearest Emergency Department must be considered and documented.

2.2.9 Employees Working in Shared/Multi-Occupied Sites

Where the ward/area is shared/multi-occupied with another organisation, one organisation must take responsibility for the First Aid including the assessing and provision of First Aid arrangements.

2.2.10 Annual Leave and Other Absences

Adequate provision of First Aid arrangements are required at all times when employees are at work. Consideration must therefore be given to periods of planned and unplanned leave of First Aiders and Appointed Persons. Contingency plans with other wards/areas must also be considered.

2.2.11 First Aid Provision for Non-Employees

The Trust is committed to providing First Aid to non-employees and the First Aid needs of non-employees must be considered.

- 2.3 Some hazards require specific First Aid provision which must be included in the First Aid needs assessment. This ensures an adequate and appropriate provision of First Aid. For example, employees working with certain chemicals may require an eye-wash station. Additional First Aid provision may include but is not limited to: additional equipment; specialist First Aid training; local protocols or standard operating procedures; additional contents in the First Aid kit etc.
- 2.4 Nominated Managers are responsible for implementing the First Aid provisions documented in the assessment and ensuring that those provisions are maintained and available at all times when people are at work.

- 2.5 The completed First Aid needs assessment forms part of the health and safety record for the ward/area and must be retained with other health and safety documentation. It must be reviewed every three years, or sooner if there are any significant changes, and must be available to all staff affected by it and for inspection by appropriate persons.

3. First Aid Arrangements

- 3.1 First Aid arrangements must be communicated to all employees working in the ward/area every three years. A First Aid notice (Appendix C) must be permanently displayed on a staff noticeboard or other prominent position to notify employees of the contact details for the First Aider/s and the location of the nearest First Aid Kit.
- 3.2 The First Aid Kit must be made of suitable material to protect the contents, be identified by a white cross on a green background and be held in an easily accessible location such as a Nurses Station or Staff Room. Employees must be able to access the First Aid Kit whenever they are at work.
- 3.3 First Aid Kit Contents The minimum equipment to be stocked in a First Aid Kit must comply with British Standards (BSi Standard 8599-1) (Appendix B). Additional equipment, as identified in the First Aid needs assessment, may also be required for specific wards/areas.
- 3.4 Travel First Aid Kit Contents The minimum equipment to be stocked in a travel First Aid Kit must comply with British Standards (BSi Standard 8599-2) (Appendix B). Additional equipment, as identified in the First Aid needs assessment, may also be required.
- 3.5 Training

3.5.1 *First Aiders*

- a) Employees who agree to be a designated First Aider must hold a valid First Aid At Work certificate. This can be obtained by satisfactory completion of a First Aid Qualification Course. The First Aid At Work certificate is valid for three years and can be extended by the satisfactory completion of the First Aid Re-Qualification Course.
- b) Qualified health-care professionals who agree with their manager to provide First Aid do not require a current First Aid At Work certificate. However, they must hold a current professional registration and current HLS competency.

3.5.2 Appointed Persons

Employees who agree to be a designated Appointed Person do not have to be formally trained.

- 3.6 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.

4. **Implementation**

This procedure will be available to all employees on the Trust intranet and through line management cascade. The procedure will be reviewed no later than three years from the date of ratification.

5. **References**

Health And Safety At Work etc Act 1974

Health And Safety (First-Aid) Regulations 1981

First Aid At Work Approved Code Of Practice

Reporting Of Injuries, Diseases And Dangerous Occurrences Regulations 2013

6. **Associated Policy and Procedural Documentation**

[Drivers Manual](#)

Health And Safety Policy

Policy for the Reporting and Management of Incidents including Serious Incidents

Procedure For Reporting And Management Of Incidents Including Serious Incidents Requiring Investigation

First Aid Needs Assessment

Appendix A

This checklist is to help you assess and document your First Aid needs. Further support is available from the Health And Safety Team	
Ward/Area	Assessor Name
Date	Review Date
Factors To Consider	
Does your ward/area contain low-level hazards only such as those that might be found in an office?	<p>Y/N</p> <p>Impact On First Aid Provision</p> <p>If you answered “yes”, the minimum provision is: -</p> <ul style="list-style-type: none"> • An Appointed Person to take charge of First Aid arrangements • A suitably stocked First Aid Kit in an accessible and notified location (e.g. Nurses Station, Staff Room etc) • Access to a nominated First Aider or other documented First Aid arrangements
Does your ward/area contain higher-level hazards such as those that might be found in a ward, laboratory, service yard etc?	<p>Y/N</p> <p>If you answered “yes”, the minimum provision is: -</p> <ul style="list-style-type: none"> • A nominated First Aider • An Appointed Person to take charge of First Aid arrangements (this can be the nominated First Aider) • A suitably stocked First Aid Kit in an accessible and notified location (e.g. Nurses Station, Manager’s Office etc.)
Do your work activities involve hazards such as chemicals, blood and/or body fluids, machinery etc?	<p>Y/N</p> <p>You must also consider: -</p> <ul style="list-style-type: none"> • Providing additional training for First Aiders to deal with injuries resulting from specific hazards (e.g. cytotoxic exposure) • Providing additional First Aid equipment for any specific hazards (e.g. eye-wash stations)
Are there inexperienced employees in your ward/area, or employees with disabilities or underlying medical conditions?	<p>Y/N</p> <ul style="list-style-type: none"> • Providing additional First Aid Kits in accessible and notified locations • Informing appropriate persons (e.g. Fire Safety Advisor) of specific hazards

<p>How many people are employed in your ward/area?</p>	<p>25/50/100+</p>	<p>If there are 25 employees or more, irrespective of whether the ward/area has low level hazards only, the minimum provision is: -</p> <ul style="list-style-type: none"> • A nominated First Aider • An Appointed Person to take charge of First Aid arrangements (this can be the nominated First Aider) • A suitably stocked First Aid Kit in an accessible and notified location (e.g. Nurses Station, Staff Room etc.) <p>Note - For every 50 employees or part thereof</p> <ul style="list-style-type: none"> • an additional nominated First Aider is required • a larger First Aid Kit is required
<p>Other factors to consider which may affect the level of First Aid provision required include, but are not limited to: -</p> <ul style="list-style-type: none"> • The number and type of injuries and/or ill health reported in your ward/area • The layout of your ward/area • Employees that travel, work remotely, work alone, work shifts or out-of-hours • Whether employees work off-site or in other organisations premises • Covering planned and unplanned absence • The number of patients and/or visitors and other non-employees that visit your ward/area 		<p>You must consider: -</p> <ul style="list-style-type: none"> • Monitoring injuries and ill health and ensuring your First Aid provision is regularly reviewed • Issuing personal First Aid Kits and/or mobile phones to employees • Ensuring First Aid is available at all work locations including those locations managed by other organisations • Developing contingency plans to cover absences
<p>Number of First Aiders and/or Appointed Persons required</p>	<p>First Aid equipment required</p>	<p>Additional comments and/or observations</p>

First Aid Kits

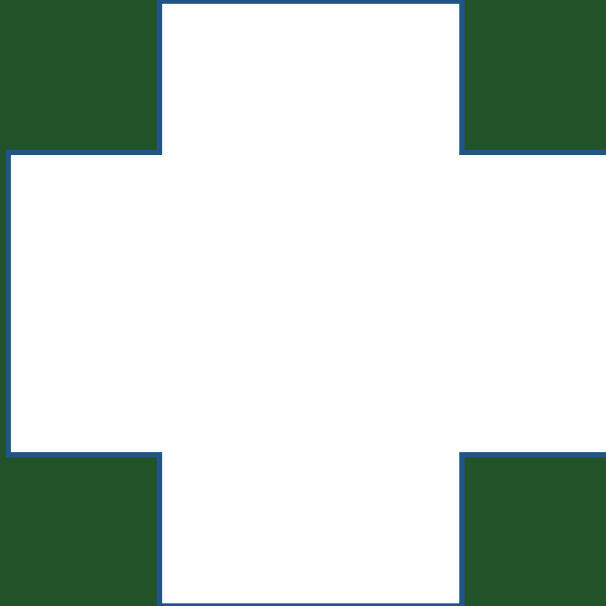
Appendix B

First Aid Kits must be made of suitable material to protect the contents, be identified by a white cross on a green background and be located in an easily accessible location such as a Nurses Station or Staff Room. Employees must be able to access the First Aid Kit whenever they are at work. The following list provides information for the minimum requirements for a First Aid Kit.

Note: It is acceptable to have two small First Aid Kits rather than a medium or three small First Aid Kits rather than a large

Contents	50 staff or less	Between 51 and 100 staff	More than 100 staff	Travel (BS 8599-2)
	Small (BS 8599-1)	Medium (BS 8599-1)	Large (BS 8599-1)	
First Aid guidance leaflet	1	1	1	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	2	1
Triangular dressing	2	3	4	2
Safety pins	12	12	24	12
Eye dressing	2	3	4	1
Adhesive dressings	40	60	100	20
Sterile wet wipe	20	30	40	4
Microporous tape	1	1	1	1
Nitrile gloves – pair	6	9	12	1
Face shield	1	2	3	1
Foil blanket	1	2	3	1
Burn dressing (10cm x 10cm)	1	2	2	1
Clothing shears	1	1	1	1
Conforming bandage	1	2	2	1
Finger dressing	2	3	4	0
Sterile eyewash 250ml	0	0	0	1

First Aid



Your First Aiders are: -

Tel:

Tel:

The nearest First Aid Kit is located: -