



First Aid Policy

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The formally approved version of this document is that held on the NHS Shropshire, Telford and Wrekin CCG website: www.shropshiretelfordandwrekinccg.nhs.uk

Printed copies or those saved electronically must be checked to ensure they match the current online version.

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1 Introduction

This policy sets out the accountability and responsibility of persons employed by NHS Shropshire, Telford and Wrekin CCG (STW CCG) in complying with the Health and Safety (First Aid) Regulations, 1981 and sets out the requirements of the regulations and how these are to be met. The Regulations place a general duty on employers to make, or ensure that there is made, adequate first aid provision for their employees if they are injured or become ill at work. The regulations do not oblige the CCG to provide first aid to the public but as a matter of corporate responsibility the CCG will include members of the public in its first aid assessments and make appropriate provision for them in its own work spaces.

2 Purpose

The purpose of this policy is to provide guidance and employees and make arrangements and provisions throughout the organisation. This policy will make sure that the required training is supplied to the appointed people and first aiders and provide guidance on, what to do if an employee is injured or falls ill at work, and how to do their role safely and efficiently.

This Policy should be read in conjunction with the Health & Safety Policy

3 Responsibilities

3.1 The Accountable Officer

The Accountable Officer has overall accountability and responsibility for all matters involving health, safety, welfare and fire appertaining to STW CCG; it is also the responsibility of all Heads of Service and Managers to manage health and safety issues within their functional area.

3.2 Executive Directors and Deputy Directors

Overall and final responsibility for health and safety performance, and legal compliance lies with the Executive Team who will receive and review regular reports on progress.

3.3 First Aiders/Appointed Persons

First aiders and appointed persons are responsible to keep their training up-to-date and ensure that all incidents are reported formally and through the correct incident reporting process. They are also responsible for keeping the first aid boxes sufficiently stocked.

MLCSU Health & Safety Team

Can assist with incident forms and report as required to the HSE in compliance with RIDDOR Regulations. Can also carry out the first aid needs/risk assessments where required.

3.4 Line Managers

The person in charge of a specific work area should use the incident report forms to report any incidents keeping in line with CCG Policy.

3.5 All Staff

All employees are responsible for making certain they have read and understood the policy and the first aid arrangements and agreements. All staff must only use the contents of the first aid box for the purpose of first aid, and they must report to their line manager, Appointed Person or named First Aider if there is any shortages in supplies.

3.6 Committees and Groups

Health and safety performance (including First Aid) will be measured by the MLSCU Health & Safety Officer and reported back to the Audit Committee on a quarterly basis by:

- Monitoring corporate performance standards.
- Regular auditing and undertaking inspections.
- Accident/incident reporting and investigation.

4 Procedures / Processes

4.1 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 to identify and make arrangements to prevent or minimise risks.

By identifying the likely causes of accidents this will help the workplace manager to determine the most relevant type, quantity and location of the first aid personnel and facilities. When carrying out this assessment the CCG must take into consideration;

- Workplace hazards and risks
- The number of employees and how they are distributed
- The size of the organisation
- The history of incidents
- How far the building is from emergency medical services
- The needs of travelling, remote and lone workers
- Annual leave and other absences of first aiders.

An Approved Code of Practice (ACOP) offers guidance on the quantity of trained personnel that should be provided in compliance with this.

4.2 Equipment

The CCG will provide adequately stocked and properly identified first aid boxes for each designated area. The first aid/appointed persons are required to ensure the First Aid boxes in their work area are always suitably stocked.

The contents of the first aid boxes should be replenished as soon as possible after use, to keep it adequately supplied at all times. Sterile items should not be used after the expiry date shown. It is therefore vital that first aid equipment is checked frequently to guarantee all the items are available to use.

Standard first aid boxes as well as the contents should be ordered using site specific ordering procedures. The boxes should be made from a suitable material, designed to

protect the contents from damp and dust, the boxes should be clearly identifiable as first aid boxes. The marking should be a white cross on a green background, in accordance the Safety Signs Regulations 1980.

As a guide, all first aid boxes should contain the following:

- 100 Adhesive dressings
- 40 alcohol free wipes
- 4 eye pads
- 3 foil blankets
- 12 sterile disposable gloves
- Resusc aide vent aid
- Adhesive tape
- Safety pins
- Shears
- 6 individually wrapped triangular bandage
- Bandages and dressings

Supplementary equipment may include suitable means of casualties such as blankets, aprons and other suitable protective equipment, scissors, ligature knives etc. Where such equipment is considered necessary it should be stored near 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.

4.3 Incident Reporting and Record Keeping

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

A detailed record of all first-aid treatment given must be recorded and maintained. Records should contain the following information:

- The date, time and location of incident
- The name, address, telephone number, date of birth and job title of casualty
- Treatment details
- Details of actions taken directly after treatment
- The name and signature of the person who administered treatment
- The use of an Incident Report Form for this record is appropriate.

If the incident requires reporting to the Health & Safety Executive in compliance with RIDDOR regulations 2013 the MLCSU Health & Safety Officer can assist with submitting & any investigation that may be required. (<http://www.hse.gov.uk/riddor/>)

5 Related Documents

The First Aid Policy is supported by a number of other operational policies/procedures that provide more detailed guidance on certain aspects of health and safety. These documents do not supersede this policy but should be read in conjunction with it. These documents are all available on the CCG Staff intranet.

A list of supporting policies/procedures are:

- Fire Safety Policy
- Health and Safety Policy
- First Aid Policy
- Health and Wellbeing Management Policy
- Accident & Incident Reporting Procedure
- Lone Working Policy
- Office Safety Procedure
- Security Policy
- Agile Working Policy

6 Dissemination

Director of Corporate Affairs is responsible for ensuring the appropriate location of the first aid boxes and to make sure that the names and their contact details of the appointed persons are posted in a prominent staff area.

First Aid at Work does not include giving tablets or medication to treat illnesses. Therefore, it is recommended that tablets and medicines should not be kept in the first aid containers. If an individual needs to take their own prescribed medication, the first aider is limited to helping them do so and they should contact the emergency services if necessary.

This policy will be distributed via the staff intranet where every CCG employee will have access to it and also during induction for new starters.

7 Advice and Training

7.1 Advice

Information including guidance leaflets, and advice on the scope of training can be obtained from the HSE website:

<https://www.hse.gov.uk/simple-health-safety/firstaid/index.htm>

Contact details

Mark Jump Health & Safety (Fire) and Security Manager – 07771996217

Sarah Hunter – Health and Safety (Fire) and Security Officer – 07919303749

7.2 Training

Before being responsible for administering first-aid an appointed person or first- aider should hold the relevant certificate in first aid at work (FAW) or emergency first aid at work (EFAW). This certificate must be issued by an approved training provider. The Director of Corporate Affairs will be responsible for organising this training.

Once the FAW/EFAW course is completed staff will be issued with a certificate valid for three years. First aiders must take 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.

8 Review and Compliance Monitoring

8.1 Review

Both this policy and the content of training materials will be reviewed at least every two years or more often if required in the light of good practice or experience.

8.2 Compliance Monitoring

Trends in incidents requiring first aid treatment will be monitored by the Audit Committee.

Developments in good practice, such as those issued by the HSE etc, in the practice and management of first aid will be monitored by the MLCSU Health & Safety (Fire) & Security Officer and shared with the CCG in an appropriate and timely manner.

9 Fraud Bribery and Corruption

9.1 Unfortunately fraud, bribery and corruption, as well as theft, does occur throughout the NHS, and as such all NHS employees have a duty to ensure that public funds are protected. The CCG is committed to reducing the level of fraud, bribery and corruption (economic crime) within the NHS to an absolute minimum and keeping it at that level, freeing up public resources for better patient care.

9.2 If an employee, manager or volunteer suspects that there has been a potential act of fraud, bribery or corruption against the CCG or the wider NHS, or has seen any suspicious acts or events, they must report the matter to the CCG's Counter Fraud Team (contact details can be found on the CCG's public website) or report the matter to the NHS Fraud and Corruption Reporting Line on 0800 028 4060. Alternatively reports can be made through the online reporting tool at <https://cfa.nhs.uk/reportfraud>. Further advice on counter fraud issues is available from the Executive Director of Finance, Deputy Executive Director of Finance/Fraud Champion and the CCG's Counter Fraud Team.

CCG Counter Fraud Contact details:

Paul Westwood (Heads CW Audit's Counter Fraud Team and is the CCG's nominated Local Counter Fraud Specialist)

Tel: 07545 502400

Email: paul.westwood@cwaudit.org.uk

Email: pwestwood@nhs.net (secure)

10 Counter Fraud

10.1 This policy should be read in conjunction with the CCG's policies covering counter fraud, bribery and corruption which can be found on the CCG's website (www.shropshiretelfordandwrekinccg.nhs.uk) or you can contact a member of the Team who will be able to supply a copy.

11 References

Further guidance in relation to first aid can be found at the following link:

<http://www.hse.gov.uk/firstaid/index.htm>

12 Glossary

Term / Abbreviation	Explanation / Definition
First Aid	First aid is the provision of treatment to preserve life and minimise the consequence of injury until medical or nursing help is available. It does not include giving tablets or medicine to treat illness.
First Aider	A first aider is a person who has attended and qualified on a course of instruction which has been provided by an organisation approved by the Health and Safety Executive.
Appointed Person	An appointed person is a member of staff appointed by managers to take charge of the first aid arrangements, including looking after the equipment and facilities and calling the emergency services when required.

Appendix 1 – Guidance for Managers

1. Regulation 3 of the Health & Safety (First Aid) Regulations 1981 requires that CCG provides such equipment and facilities as are adequate and appropriate for enabling first aid to be rendered to its employees if they are injured or become ill at work.
2. In order to assess what is adequate and appropriate provision an assessment of need is required. The following notes will give guidance to managers who are required to assess that need.
3. The aim of first aid is to reduce the effects of injury or illness suffered at work until they can receive attention from a qualified doctor, nurse or other professional help such as the Ambulance Service.
4. In assessing the need for first aid provision managers may take into account the fact that doctors and nurses may be present on CCG premises and able to give treatment to a casualty. Thus, a Health Centre with qualified medical staff and treatment facilities may need less first aid provision than an office setting where such staff or facilities may not be available.
5. In assessing need the following factors need consideration:
 - a. Nature of the work and workplace hazards and risks
 - b. Size of the department or premises
 - c. History of accidents
 - d. Nature and distribution of the workforce
 - e. Remoteness of premises from emergency medical services
 - f. Needs of travelling, remote and lone workers
 - g. Employees working on shared or multi-occupied premises
 - h. Annual leave and other absences of trained or appointed staff.

Nature of the work and workplace hazards and risks

6. The Management of Health and Safety at Work Regulations 1999 requires that the CCG undertake risk assessments of its activities. This will assist in assessing first aid needs by identifying the likely nature and possible consequences of the incident.

7. Where the risk assessment identifies a comparatively low risk to health and safety it will only be necessary to provide a suitably stocked first aid container and appoint a person to look after the arrangements and take charge in the event of an emergency.

8. However, where the work involves more hazardous activities such as those associated with the use of chemicals or machinery then first aid needs will be greater. As an example where chemicals are used it may be necessary to provide eye washing facilities.

Size of the department or premises

9. Generally, the larger the workforce, the more first aid provision is required. However, numbers should not be the sole basis for determining need as in some cases there may be greater risks when fewer people are at work. The CCG needs to provide sufficient cover for the various circumstances that can occur.

History of accidents

10. Managers will find it useful to examine the records of accidents which have occurred in the department or premises in the past. This is likely to help in assessing the need for first aiders or appointed persons and the contents of the first aid container.

Nature and distribution of the workforce

11. The particular needs of employees potentially at greater risk such as young workers, trainees, pregnant staff and those with disabilities will need to be taken into account and addressed both as a group and as individuals.

12. Managers should assess how the size of the premises may affect the access to first aid facilities. Consideration should be given to multiple buildings on a site and, where there is a multi-floor building, how much provision is required on each floor.

13. Where shifts or late working is in place then first aid provision must always be available when employees are at work.

Remoteness of premises from emergency medical services

14. Where a premises may be remote from emergency medical services the manager will need to take this into account when providing first aid cover. As an example, it may be that additional time will be required for an ambulance to arrive and consequently resuscitation techniques may need to be delivered over a protracted period.

Needs of travelling, remote and lone workers

15. Managers are responsible for meeting the first aid needs of their employees working away from their main base. An assessment must determine whether those who travel long distances or are continuously mobile should carry a personal first aid kit.

Employees working on shared or multi-occupied premises

16. In shared or multi-occupied premises managers can arrange for one employer to take responsibility for first aid arrangements or may elect to make their own arrangements. In either case a full exchange of information between occupiers about the risks and hazards involved with the work and the first aid and other health and safety arrangements is required under the Management of Health and Safety at Work Regulations 1999.

17. Where the CCG contracts out its staff to work in other employers' premises then managers should ensure, by prior arrangement, that those members of staff have access to first aid provision.

Annual leave and other absences of trained or appointed staff

18. It is essential that adequate provision is made at all times that managers make provision to cover annual leave and other planned absences of trained first aiders and appointed persons. They should also consider what cover is needed for unplanned and exceptional absences such as sick leave and absence through bereavement.

