

First Aid at Work Policy

Name	First Aid at Work Policy
Summary	This policy sets out safe procedures and guidance to ensure compliance with the Health and Safety (First Aid) regulations 1981 that all workplaces have suitable and sufficient cover for providing first aid to staff that are injured or become ill at work.
Associated Documents	Health and Safety Policy
Target Audience	All staff of GJF
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Approving committee/group	Health and Safety Committee
Document Lead	David Wilson (H&S)
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The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect

A can do attitude

Leading commitment to quality

Understanding our responsibilities

Effectively working together

Our values are:

- Valuing dignity and respect.
- A 'can do' attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

First Aid at Work Policy

1. Introduction and policy statement

The statutory requirements for first aid in the workplace are detailed in the Health and Safety (First Aid) Regulations 1981. The Regulations place a duty on an employer to provide adequate facilities, equipment and personnel to provide first aid treatment to employees who are injured or who become ill at work.

This policy provides guidance on the requirements for first aid provision for all departments of the Golden Jubilee Foundation (GJF). This policy will be communicated to all staff within the GJF.

2. Scope

This policy applies to all staff of the GJF.

This policy has been written taking into consideration the needs of all diversity groups.

3. GJF Values Statement

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Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality of care and service across the organisation. These values are closely linked to our responsibilities around Equality.

Our values are that we will:

- Take responsibility for doing our own job well
- Treat everyone we meet in the course of our work with dignity and respect
- Demonstrate through our actions our commitment to quality
- Communicate effectively, working with others as part of a team
- Display a “can do” attitude at every opportunity.

Our policies are intended to support the deliver of these values which run through all aspects of our working life.

4. Definitions

4.1 First Aid

First Aid is defined as treatment:

- For the purpose of preserving life and minimising the consequences of injury and illness, until help from a medical practitioner is obtained.
- Of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

4.2 Certified First Aider

A certified first aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate following attendance at a suitable and sufficient training course.

Note, from 1st October 2013 the training provider does not require to be HSE approved.

Providing they have current knowledge and skills in first aid, the training and experience of the following qualify them to administer first aid in the workplace without the need to hold a First Aid at Work certificate or equivalent qualification :

- Medical doctors registered with the General Medical Council;
- Nurses whose names are registered in part 1, 2, 10, or 11 of the single professional Register maintained by the Nursing and Midwifery Council
- Paramedics registered with the Health Professionals Council.

4.3 Appointed Person

A member of staff, nominated by a Department Manager who checks and, as appropriate, replenishes the department's first aid box/stock.

5. Training

5.1 Arrangements

The provision of First Aid at Work certificated courses will be delivered by external trainers arranged via the Learning and Development Department.

The Occupational Health Department will provide optional First Aid at Work refresher training sessions for senior/designated nursing staff when requested.

Occupational Health will also provide pre-scheduled information/training updates to any other staff identified via departmental risk assessment.

5.2 Certificate Validity, Requalification and Refresher Training

All first-aid training certificates are valid for three years; therefore retraining must be arranged before the certificate expires. If the first-aider does not retrain before the expiry date on their current certificate they are no longer considered competent to act as a first-aider in the workplace. They can requalify at any time after the expiry date by undertaking the requalification course. However, it may be prudent to complete the three day FAW course, especially where a considerable period, i.e. in excess of one month has elapsed since the certificate expired. In such a case, the Occupational Health Nurses will decide on the most appropriate training course to requalify the first aider.

As the Senior Nurses have been identified as first aiders and are exempt from requiring the first aid certificate, in order for them to maintain their skills and knowledge they will be provided with the option of attending a refresher course at any time. Such training will not be mandatory for Senior Nursing staff, as it is their personal responsibility to ensure that their knowledge and skills are suitable and sufficient. They can request such training from Occupational Health.

On completion of the first aid at work training course successful candidates should have satisfactorily demonstrated competence in all of the following subject areas:

- Administer first aid to a casualty with:
 - Injuries to bones, muscles and joints, including suspected spinal injuries;
 - Chest injuries;
 - Burns and scalds;
 - Eye injuries;
 - Sudden poisoning;
 - Anaphylactic shock;

- Recognize the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

5.3 Training Administration

All training should be arranged through the Learning and Development (L&D) Department, who will also be responsible for arranging re-certification via the HR Net database.

6. Facilities

Each first aider must be provided with access to a first aid box and contents or if they are located in a clinical area then they must have suitable first aid supplies. The first aider or a nominated person is responsible for the cleanliness of the box and for replenishing the contents. First aiders or nominated persons must report any deficiencies immediately to their department manager.

Risk assessment and COSHH assessments will indicate if extra first-aid equipment is required.

7. Risk Assessment

This document is intended to assist managers to carry out their risk assessment to determine the level of first aid cover required in an area,

When determining the level of first aid provision required in an area it is necessary to consider:

Workplace hazards and risks of injury and ill health including:

- Specific hazards such as chemicals, tools, machinery or objects
- Areas of additional risk such as kitchens, workshops or laboratories.
- Work processes that need a specific type of first aid
- The size of the area/department and its remoteness from other areas.
- The size, nature and distribution of the workforce, including:
 - Inexperienced or young staff
 - Staff who have disability or ill health
 - Shift and out of hours workers
 - Staff with language or reading difficulties
 - Staff travelling or working alone on GJF business
 - Areas of shared occupancy

Consideration needs to be given to areas where the public visit, (there is no legal responsibility to provide first aid for non-employees but there is a recommendation from the HSE that they should be considered when making first aid arrangements).

8. First Aid Boxes

First aid boxes must be provided in non clinical areas for the use of employees to self-administer first aid treatment, and for the use of First Aid trained persons to administer first aid treatment to others.

The First Aid box should be clearly marked (white cross on a green background).

Only specified contents should be kept in the box. There is no mandatory list, however typically it will contain the following items:

- 20 individually wrapped sterile adhesive dressings (assorted sizes, appropriate to the type of work;
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages preferably sterile);

- 6 safety pins;
- 6 medium sized individually wrapped sterile un-medicated wound dressings 12cm x 12cm;
- 2 large sterile individually wrapped wound dressings 18cm x 18cm;
- One pair of disposable gloves

Depending on the department and the possible hazards relating to it, an assessment may suggest additional contents are required.

Many clinical areas throughout the organisation already store quantities of typical first aid box contents; therefore they do not specifically require to have a first aid box. Such departments must however ensure that suitable and sufficient supplies are maintained.

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.

9. Roles and responsibilities

9.1 The Chief Executive is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with first aid at work;
- Ensuring that adequate resources are made available to implement the policy.

9.2 Department Managers are responsible for:

- Conducting a risk assessment to determine the number of first aiders/appointed persons required.
- Ensuring that their staff are informed of first aid arrangements for their department and that the appropriate notice is displayed;
- Ensuring that where a first aid box or other equipment is required this is suitably labelled, easily accessible and stocked. Checking the box may be delegated to the 'Appointed Person'.
- Ensuring that all injuries and any first aid treatment is recorded appropriately on Datix.

9.3 Employees are responsible for:

- Making themselves aware of first aid arrangements in their area of work;
- Reporting any injuries sustained to themselves at work.

9.4 First Aiders are responsible for:

- Ensuring that their First Aid at Work certificate is kept current by completing the appropriate training. This training should be arranged through the Learning and Development Department.
- Assessing the situation where first aid may be required. Acting without putting themselves in danger, and making the area safe.
- Calling for assistance if necessary without delay.
- Administering first aid as required and within their capabilities.
- Ensuring that any items used are replaced in the first aid box as soon as possible or if they are not responsible for the contents of the First Aid box, inform the responsible person so that the contents can be replaced as soon as possible.

10. Monitoring and review

The Health and Safety Committee shall ensure that this policy is reviewed every three years or after:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation or Board requirements
- c) An incident occurs that requires improvement in practice.