

First Aid Procedure



**Prepared by NSS Safety Working Group
Version 4 (new format)**

Date created 13 July 2012

Key Information:

Title:	First Aid Procedure
Date Published/Issued:	01 August 2012
Date Effective From:	01 August 2012
Version/Issue Number:	04
Document Type:	Procedure / Guidance
Document status:	Live
Author:	NSS Safety Working Group
Owner:	NSS Safety Working Group
Approver:	NSS Occupational Health and Safety Advisory Committee
Date:	15 June 2012
Contact:	Avril Chalmers NSS H&S Adviser 0131 275 6212
File Location: HWL pages on geNSS	

Revision History:

Version:	Date:	Summary of Changes:	Name:	Changes Marked:
02	15 June 2012	Changes to reflect course booking, enrollment and duties of first aider. Formatted to bring it in alignment with other H&S procedures	Avril Chalmers	
03	13 July 2012	Deletion of payment details for Refresher Training Update to Appendix 3	Lesley MacNeill	
04	19 th March 2013	Review of Payment process Appendix 4&5	Lesley MacNeill	

Approvals: This document requires the following signed approvals.

Name:	Title/Division:	Date of Issue:	Version:
Safety Working Group 2	HR HWL	12 June 2012	2
Safety Working Group	HR HWL	21 June 2012	2
OHSAC	NSS	19 July 2012	2

Distribution: This document has been distributed to:

Name:	Title/Division:	Date of Issue:	Version:
HR Forum		13 July 2012	2

Index

SECTION		PAGE
1	Introduction	4
2	Organisation	4
3	Definitions	4
4	Roles and Responsibilities	5
5	Training	7
6	Internal Support	9
7	References	9
8	List of Appendices	9
9	Sign off and Review	10
Appendix 1	Process Flow Chart	11
Appendix 2	First Aid Treatment Log	12
Appendix 3	Role Specification	13
Appendix 4	First Aid Payment Request Form	14
Appendix 5	NEW First Aider Training Authorisation Form	15
Appendix 6	First Aider Refresher Training Authorisation Form	16

1. Introduction

In accordance with the requirements of the Health and Safety (First Aid) Regulations 1981 and other relevant statutory United Kingdom and European legislation, NSS recognises and accepts our responsibility as an employer to protect staff against risk to health, both immediate and long term and from any illness or accident in the workplace. NSS recognises its responsibilities as an employer to assess the need for first aid requirements and to:

- reduce, to as far as is reasonably practicable, any hazards in the workplace
- train and appoint competent first aiders to deal with any emergency which may arise
- provide information and training for staff on the procedures required and contact information for first aiders

This health and safety procedure is fundamental to the overall NSS Health and Safety (H&S) Performance Management System and should be implemented by all Divisions/Sites as an integral part of the operational requirements of the business for which they are responsible. The procedure will be reviewed at least every two years from the date issued or following any significant changes to statutory legislation or to the H&S Organisational Structure and Management Arrangements affecting the implementation and application of this procedure.

Should members of staff have any difficulties with understanding any aspect of this procedure, or require further information in respect of accessibility, interpretation or application of the procedure, they should contact their NSS H&S Advisor.

2. Organisation

This procedure supports the over arching NSS Health, Safety and Wellbeing Policy which clearly sets out the organisational framework and management arrangements under which, clear lines of accountability and the specific health and safety roles and responsibilities of management, staff and various health and safety committees are identified.

The Organisation will provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work

Any breach of this procedure may be regarded as an offence and the member(s) of staff may be subject to investigation in accordance with the NSS Disciplinary Policy.

3. Definitions

NSS Approved First Aider: an nominated member of staff who has been specifically trained and passed a recognised course in first aid

Risk Management: The Head of the local H&S committee is responsible for ensuring that all first aid risk assessments are completed timeously and all required staff are fully trained in the arrangements.

4. Roles and Responsibilities

Chief Executive

As the most senior person in NSS, has ultimate responsibility and accountability for the health and safety of all NSS employees. However as identified in the NSS Health, Safety and Wellbeing Policy overall management of health and safety at work is delegated by the Chief Executive to Divisional Directors and Senior Managers who are responsible for ensuring the health and safety of staff, visitors, donors and contractors within their area of control.

Occupational Health and Safety Advisory Committee (OHSAC)

As the governing body for health and safety in NSS, OHSAC will review, endorse and subsequently authorise all new documented Health and Safety Procedures developed by the Safety Working Group, before they are released to the business.

Safety Working Group

Develop and review, in Partnership, NSS Health and Safety Policies and Procedures in line with all European and UK Health and Safety Legislation and current best practice to assist the Organisation in meeting its statutory obligations

Healthy Working Lives Team (HWL)

- HWL will support OHSAC and hold budgetary control for First Aid refresher training.
- All first aid courses are to be booked through the HWL team as per the details below in Training and Education session.
- HWL will review and update when applicable the NSS Appointed First Aider List currently held on Genss.
- HWL Team will send out all certificates along with the NSS Appointed First Aid Role specification and Payment Request Form.

NSS National Health and Safety Advisors

Appointed competent members of staff who have completed or are working towards a professional health and safety qualification e.g. NEBOSH Diploma or equivalent and who are responsible for providing expert health and safety advice and support to all NSS staff Specific duties under this policy are to -

- Carry out annual site audits of all NSS premises against the NSS Performance Management System, a key element of which is to ensure that suitable and sufficient first aid risk assessments are undertaken for each Division / site.

Director / Senior Managers

Responsible and accountable for the health and safety of all staff and anyone else who may be affected by the work activities associated with their area of control. Specific duties required under this procedure are -

- Ensuring that a Health and Safety Organisational Structure and appropriate Management Arrangements are in place to ensure all aspects of health and safety are suitably managed
- Ensuring Line Managers and Supervisors are provided with adequate time and resources to effectively manage health and safety as an integral part of the operational requirements, necessary to the business undertakings for which they have line management responsibility.

- Ensuring Line Managers and Supervisors are provided with adequate health and safety information, instruction, and training on their roles and responsibilities, including effectively communicating this procedure.
- Ensuring Line Managers and Supervisors effectively and efficiently carry out their health and safety roles and responsibilities
- Ensuring that any Inter Department Transfers from the HWL Team for any new NSS Appointed First Aiders are authorised.
- Ensuring authorisation of the NSS Payment Request Form for NSS recognised first aiders within their Division.

Line Managers / Supervisors

Responsible for the day to day implementation of NSS health and safety policies, procedures and safe systems of work. Specific duties required under this procedure are -

- Ensuring NSS Approved First Aiders are provided with adequate time and resources to undertake first aid duties as and when required.
- Ensuring NSS Approved First Aiders and staff are provided with adequate health and safety information, instruction, training and supervision in their roles, including effectively communicating this procedure and risk assessment findings
- Ensuring staff effectively and efficiently carry out their health and safety roles and responsibilities
- Regularly reviewing Health and Safety committee minutes for their local site to ensure awareness of health and safety issues and to ensure all aspects of health and safety are suitably managed and any changes implemented

H&S Committee Chair

Appointed competent member of staff (usually a senior manager) responsible for heading up the H&S Committee and chairing the meetings. Specific duties under this procedure are -

- Ensure that the local/divisional first aid risk assessment is completed and is added to Site Risk Assessment Plan and any resulting actions necessary are included in the site H&S Action Plan if applicable
- Monitor the number of NSS First Aiders on site and ensure that there are adequate trained appointed first aiders on site to ensure adequate cover, and approve any refresher training if and when required, and approve payment for NSS Approved First Aider Payment Request Form when applicable.
- Provide information, guidance and support to the Line Manager and Competent Risk Assessor as and when required e.g. relevant local accident/incident statistics, minutes of meetings etc.
- Monitor progress of these actions through reviewing the plan with H&S committee
- Ensure that all first aid notices are up to date and reviewed on a regular basis
- The H&S Chair should appoint an H&S Committee Member to monitor the first aid boxes and ensure that there are adequate sufficient supplies are available.

NSS Appointed First Aiders

- You are physically fit to carry out the duties of a First Aider; there will be a requirement to complete movements such as: bending, work on your knees and some manual handling activities.
- Agree, sign off the NSS Appointed First aider Person specification and comply with this procedure and is responsible for ensuring sign off from their Line Manager, H&S Chair, and Director.
- Support first aid across your local site/division as and when required, and support less experienced First Aiders when required.
- Seek specialist advice where required.
- Be recognisable by displaying a lanyard, or Hi Vis vest etc within their work area or other suitable

recognisable object.

- Complete a First Aid Administration form (Appendix 2) for every incident they attend as first aiders and submit the form to the Healthy Working Lives Team in Gyle Square.
- Liaise with the nominated H&S Committee Member with responsibility for first aid and ensure that there are adequate supplies held within the first aid room, adequate stocked first aid boxes across the local site and up to date lists displayed, as agreed within the local/divisional risk assessment. This will be monitored by a nominated first aider on site via the local / divisional H&S Committee Chair. Details of stocks can be found at <http://www.hse.gov.uk/pubns/priced/l74.pdf>
- Dispose of all materials used, and clean any affected areas, in the correct manner according to the site waste management procedure and local risk assessments
- Support your health and safety Committee in the undertaking of the local first aid risk assessments and provide advice and guidance where applicable.
- Responsible for ensuring that they have a current certificate and any refresher training is required to be completed before the expiry date.
- Ensure that any information or details change then the First aider is responsible for informing their Line Manager, H&S Chair, Payroll and Healthy Working Lives Team.

Employees

All staff must comply with this procedure and follow safe systems of work developed from risk assessments and co-operate with management to assist NSS in meeting their statutory obligations in relation to health and safety.

Non Employees/Volunteers

Non Employees and volunteers must ensure they are aware of the local H&S arrangements at the site they are working and comply with all NSS policies and procedures when undertaking any work on behalf of NSS.

5. Training and Education -

NSS Appointed First Aider Training and Education process:

New First Aid Course (3 day)

The process for booking a first aid certificate is as follows:

- Person to complete the NSS Appointed First Aider, authority for NEW First Aider Training Form, Appendix 4.
- This requires to be agreed and authorised by the Site H&S Chair who is responsible for reviewing the First Aid Risk assessment and local numbers / needs and authorise.
- The Site/Division are responsible for raising a PO Number.
- These form should be emailed to the NSS.healthyworkinglives@nhs.net – this course can only be booked via the central HWL team.
- If the training request is successful you are required to add this training to your PDP
- Once you have successfully completed the approved first aid course, your certificate will be received via the HWL Team, this will be forwarded to yourselves and we will add your name to the NSS Approved First Aid database held on the HWL geNSS page, along with a NSS Appointed First Aider Role Specification and a First Aid Payment Form (appendix 6).
- Once you have received your certificate, you will require your first aid payment form to be signed off by your Line Manager, Director – or nominated person and H&S Chair. Once this authorisation has been agreed, you are responsible for forwarding this form to payroll.

First Aid Refresher Course (2 days)

The process for booking a refresher first aid certificate is as follows:

- First Aider to complete the NSS Appointed First Aider, Authority for Certificate Renewal Form (2 days), Appendix 5.
- This requires to be agreed and authorised via the Site H&S Chair, they are responsible for reviewing the First Aid Risk assessment and local numbers / needs and authorise.
- This form and authorisation should be emailed to the NSS.healthyworkinglives@nhs.net - this course can only be booked via the central HWL team.
- If the training request is successful you are required to add this training to your PDP
- Once you have successfully completed the approved first aid course, your certificate will be received via the HWL Team, this will be forwarded to yourselves and we will add your name to the NSS Approved First Aid database held on the HWL geNSS page, along with a NSS Appointed First Aider Role Specification and a First Aid Payment Form (appendix 6).
- Once you have received your certificate, you will require your first aid payment form to be signed off by your Line Manager, Director – or nominated person and H&S Chair. Once this authorisation has been agreed, you are responsible for forwarding this form to payroll and a copy to the HWL Team.

For further information and guidance please contact the HWL Team.

6. NSS Internal Support

Should members of staff have any difficulties with understanding any aspect of this procedure, or require further information in respect of accessibility, interpretation or application of the procedure, they should contact their:

- Line Manager
- Site Health and Safety Committee Chair & Committee Reps
- Site Health and Safety Advisor & Trade Union H&S Rep
- Healthy Working Lives contacts, Health and Safety Advisors
- Healthy Working Lives contacts, email; healthyworkinglives@nhs.net
Health and Safety 0131 275 7671, Occupational Health 0131 275 6360
- Help is also available via the Healthy Working Lives Website on geNSS where other NSS policies, procedures and guidance documents can be found.

7. References

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First – Aid) Regulations 1981
- Health and Safety Executive (HSE) Website www.hse.gov.uk
- Royal Society for the Prevention of Accidents (ROSPA) Website www.rosipa.com
- British Red Cross Website <http://blogs.redcross.org.uk/first-aid/>

8. Appendices

- 1. Process flow – First Aider requirements and training
- 2. First Aid Treatment log
- 3. Role specification – NSS appointed First Aider
- 4. NSS appointed First Aider – Authority for NEW First Aider training (3 days)
- 5. NSS appointed First Aider – Authority for Certificate Renewal Form (2 days)
- 6. First aider payment request form – Code 3353

9. Sign off and review date

Date Procedure is effective

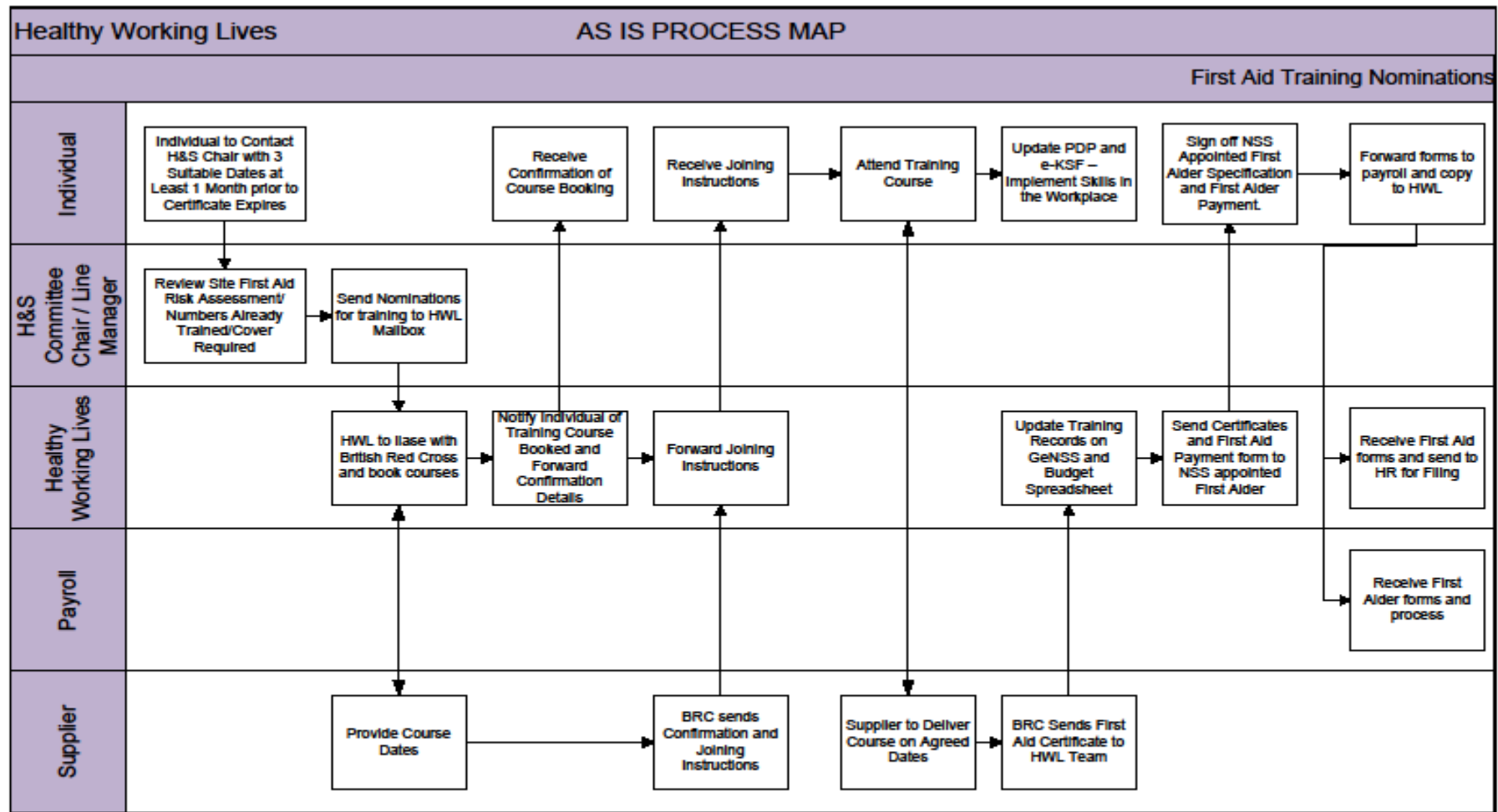
Reviewed By: NSS Safety Working Group (SWG)

Agreed by: Date:.....
Joint Chair, NSS Occupational Health & Safety Advisory Committee (OHSAC)

Agreed by: Date:.....
Joint Chair, NSS Occupational Health & Safety Advisory Committee (OHSAC)

Next scheduled review date:

Appendix 1 - Process flow – First Aider requirements and training



Appendix 2 - First Aid Treatment Log

Injured Person	Accident	Injury Treatment	Person Making Entry
Name:	Date:	Injury:	Name:
Home Address:	Time:		Home Address:
	Work process / equipment involved		
Occupation			Occupation:
	Other information:		Signature:
			Date of entry:

ROLE SPECIFICATION - NSS APPOINTED FIRST AIDER

	ESSENTIAL	DESIRABLE
EXPERIENCE, QUALIFICATIONS & TRAINING	<p>3 Day Workplace Appointed First Aid Course organised through NSS Nominated Supplier.</p> <p>Attend Appointed First Aid refresher training every 3 years through NSS Nominated Supplier.</p> <p>The NSS Appointed First Aider is responsible for ensuring that they have a current certificate and any refresher training is required to be completed BEFORE the expiry date.</p> <p>Further details on the course booking process can be found on the HWL Training page on genss. http://genss.nss.scot.nhs.uk/portal/page?_pageid=513.2042905&_dad=portal&_schema=PORTAL</p>	Have an understanding of risk management process
PERSONAL QUALITIES	Good organisational and communication skills.	
<p>ROLE & RESPONSIBILITIES</p> <p>Further information and guidance can be found within the: NSS Health, Safety and Wellbeing Policy, NSS First Aid Procedure.</p>	<p>Support first aid across your local site/division as and when required, and support less experienced First Aiders when required and to advise/seek specialist advice where required.</p> <p>ALL First Aiders will be recognisable by displaying a First Aid lanyard or other suitable recognisable object, i.e. Hi Vis vest etc within their work area.</p> <p>Support your health and safety Committee in the undertaking of the local first aid risk assessments and provide advice and guidance where applicable.</p> <p>You should look after your psychological health and stress management, if you have any concerns associated with your first aid duties please speak to your Line Manager in the first instance.</p> <p>Record Keeping: Further details can be found within the NSS First Aid Procedure and HWL First Aid genss pages First Aiders should complete a First Aid Administration form which identifies:</p> <ul style="list-style-type: none"> • Date, time and place of the incident • Name and job of the injured or ill person • Details if the injury/illness and what first aid was administered • What happened to the person immediately afterwards (e.g. went back to work, went home, went to hospital) • Name and signature of the first Aider or person dealing with the incident. • Ensure that this form is forwarded to the HWL Team in Gyle Square. <p>First aid supplies:</p> <ul style="list-style-type: none"> • First Aiders will be responsible to ensure that there are adequate supplies held within the first aid room, adequate stocked first aid boxes across the local site and up to date lists displayed, as agreed within the local/divisional risk assessment. • This will be monitored by a nominated first aider on site via the local /divisional health and safety committee. • Details of first aid stocks can be found within the HSE document First Aid at Work acop, website <p>Disposal of soiled first aid equipment:</p> <ul style="list-style-type: none"> • Place soiled items, including gloves, in a dedicated yellow biohazard bag • Dispose of sharp objects in a sharps container • Seal and label the bag/container, indicating that it contains clinical waste. • Biohazard bags and sharps bins should be removed using the local waste procedure • Ensure that any area is cleaned using the appropriate spill kit. This should be replaced after use. • All specialised equipment can be sourced via National Procurement supplier lists. <p>Training Record and Payment: Further details can be found on the HWL First Aid genss pages</p> <ul style="list-style-type: none"> • If the training request is successful you are required to add this training to your • Comply with the information on GeNSS and within the NSS First Aid Procedure • First Aider successfully completes competency training, • Certificate received by the Central HWL Team, who will add name to the NSS First Aider database. • Certificates and payment authorisation form will be forwarded to First Aider • First Aider responsible for ensuring sign off from Line Manager, H&S Chair and Director or nominated person. • First Aider responsible for ensuring completed form is forwarded to payroll to process payment. <p>The First Aider is responsible for ensuring that they have a current certificate and any refresher training is required to be completed before the expiry date. If any information or details change then the First Aider is responsible for informing their Line Manager, H&S Chair, HWL Team and Payroll.</p>	

Appendix 4

**NSS Appointed First Aider
Authority for NEW First Aider Training (3 days)**

Name		
Division		
Site		
Purchase Order No. This is required to be raised by the site requesting the training		
Preferred 3 day Course	Date	Venue
Option 1		
Option 2		
Option 3		
<p>I understand that the duties of a first aider can be physically demanding. In line with the HSE's Approval Code of Practice, I declare that I am free from any condition that will affect my participation in the course and my capability to carry out the duties of a first aider.</p> <p>I have read and understand my role as an NSS Appointed First Aider. I have read the NSS First Aid Procedure currently held on the Healthy Working Lives genss site.</p>		
From (Name)	Signed	Date
Renewal Recommendation by First Aider Coordinator (if applicable)		
Name	Signed	Date
Authority for Renewal by Chair of Health & Safety Committee		
Name	Signed	Date

Once completed and authorised please forward to:
HWL Team, Gyle Square, Area 21, Gyle Square, Edinburgh, EH12 9EB

Appendix 5

**NSS Appointed First Aider
Authority for Certificate Renewal Form (2 days)**

Name		
Division		
Site		
Certificate Expiry Date		
Preferred Refresher Course	Date (2 days)	Venue
Option 1		
Option 2		
Option 3		
<p>I understand that the duties of a first aider can be physically demanding. In line with the HSE's Approval Code of Practice, I declare that I am free from any condition that will affect my participation in the course and my capability to carry out the duties of a first aider.</p> <p>I have read and understand my role as an NSS Appointed First Aider. I have read the NSS First Aid Procedure currently held on the Healthy Working Lives genss site.</p>		
From (Name)	Signed	Date
Renewal Recommendation by First Aider Coordinator (if applicable)		
Name	Signed	Date
Authority for Renewal by Chair of Health & Safety Committee		
Name	Signed	Date

**Once completed and authorised please forward to:
HWL Team, Gyle Square, Area 21, Gyle Square, Edinburgh, EH12 9EB**

Appendix 6

First Aid Payment Request Form – CODE 3353

This form is to confirm that the person named below has successfully completed an approved First Aid at Work course and is now an approved NSS First Aider.

First Name:	
Surname:	
Payroll Number:	X
Group Code: info on payslip	
Pay Point: info on payslip	
SBU:	
Site:	
First Aid Certificate Number:	
Certificate Commencement date:	
Certificate Termination Date:	
Payment Commencement date: (1 st of month)	
Payment Termination Date: (last day of month)	
I have read and understand my role as an NSS Appointed First Aider detailed on the back of this form:	

The named person above is responsible for obtaining authorisation from the individuals below:

	Print Name	Signature
Line Manager:		
Director – or Nominated Person:		
Local / Site Health & Safety Chair:		

**Once approval has been authorised please forward this form to payroll:
National services Scotland, Finance/Payroll Department, Gyle Square, 1 South Gyle Crescent, Edinburgh, EH12 9EB.
And a copy to HWL Team, Gyle Square, 1 South Gyle Crescent, Edinburgh, EH12 9EB**

If any information or details change then the 1st Aider is responsible for informing their Line Manager, H&S Chair, HWL Team and Payroll.