



**Scottish Ambulance Service
H&S: 037 First Aid Arrangements**

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Policy Manager: Head of Health and Safety	Other Key Stakeholders: Chief Executive, Director of Human Resources, Divisional Managers
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First Aid Policy

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1. Statement

The purpose of first aid is to preserve life, prevent deterioration and promote recovery until professional assistance is sought. The Scottish Ambulance Service (SAS) recognises and is fully committed to providing a sufficient number of persons to administer first aid to Staff if they become ill or are injured at work.

SAS will provide information and training in first aid to sufficient numbers of Staff in order to ensure that statutory requirements and the needs of the organisation are met.

2. Applicable Legislation

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Health and Safety (First Aid) Regulations 1981

3. Definitions

“Appointed Person” means a person who has received a recognised emergency first aid training course (N.B. these people are not first aiders and should not be allowed to give first aid for which they have not been trained).

“First Aider” means a person who holds a valid certificate of competence in first aid at work issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. A First Aid at Work Certificate is awarded upon successful completion of a 3 day training course. The certificate is valid for 3 years and a 2 day refresher course must be undertaken before the expiry date of

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the certificate, otherwise the full 3 day course must be undertaken to renew it. Records of all training must be maintained.

4. Risk assessment

A desktop risk assessment has been completed in line with the “The Health and Safety (First-Aid) Regulations 1981” and this document outlines the levels of first aid provision required at each Service Location as outlined below:

Service Location	No of staff on Duty	Risk Rating	No of First Aiders required	Comments
Ambulance Stations	0-50	Low	1	Service State Registered Paramedics and technicians can fulfil the role of 1 st aider
Ambulance Stations	50-100	Low	2	Service State Registered Paramedics and technicians can fulfil the role of 1 st aider
Workshops	0-50	High	1	This is the minimum number that must be available at all times the workshop is operational. A formally qualified first aider is required.
National / Divisional HQ's and other Offices	0-50	Low	1	This is the minimum number that must be available at all times the workplace is operational. A formally qualified first aider is required.
National / Divisional HQ's and other Offices	50-100	Low	2	This is the minimum number that must be available at all times the workplace is operational. A formally qualified first aider is required.
Area Service offices	0-50	Low	1	This is the minimum number that must be available at all times the office is occupied. It may be possible to negotiate with the hospital in which the ASO is based to be covered by their first aid provisions. Any such agreements should be confirmed in writing
Air wing	0-50	Low	1	Service State Registered

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Locations				Paramedics and technicians can fulfil the role of 1 st aider
SAC	Maximum 100 students and staff	Medium	2	Service State Registered Paramedics and technicians can fulfil the role of 1 st aider
Lease car users	N/A	Low	0	All peripatetic workers should be provided with a HSE approved first aid kit to store in their car (see appendix 1) Lease car holders and those responsible for pool cars are required to ensure the First Aid kit is appropriately maintained.
ACC's	0-50	Low	1	Where the ACC has paramedic advisers, HPC registered Paramedics can be considered as first aiders. When Paramedic advisers are not on shift a formally qualified first aider is required. A First Aid kit must be provided in each ACC as response bags will not be available. Where ACC co locates with other NHS partners it may be possible to negotiate first aid cover with them. This is the minimum number required on each shift

[Note: Where office areas and ambulance stations are co-located they must be treated as separate entities and first aid provision provided as detailed above]

In addition to the provision of First Aiders, each location must have one fully stocked first aid kit as defined in the regulations – see appendix 1. In those locations where Service Paramedics are providing the First Aid cover the response bag can be treated as the first aid kit.

First aiders must receive First Aid at work Training (The Emergency First Aid at Work Training is not sufficient)

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5. Responsibilities:

The Chief Executive has overall responsibility for all aspects of the Health and Safety Management system. The responsibility for the implementation of these levels of first aid provision lies with the relevant local manager:

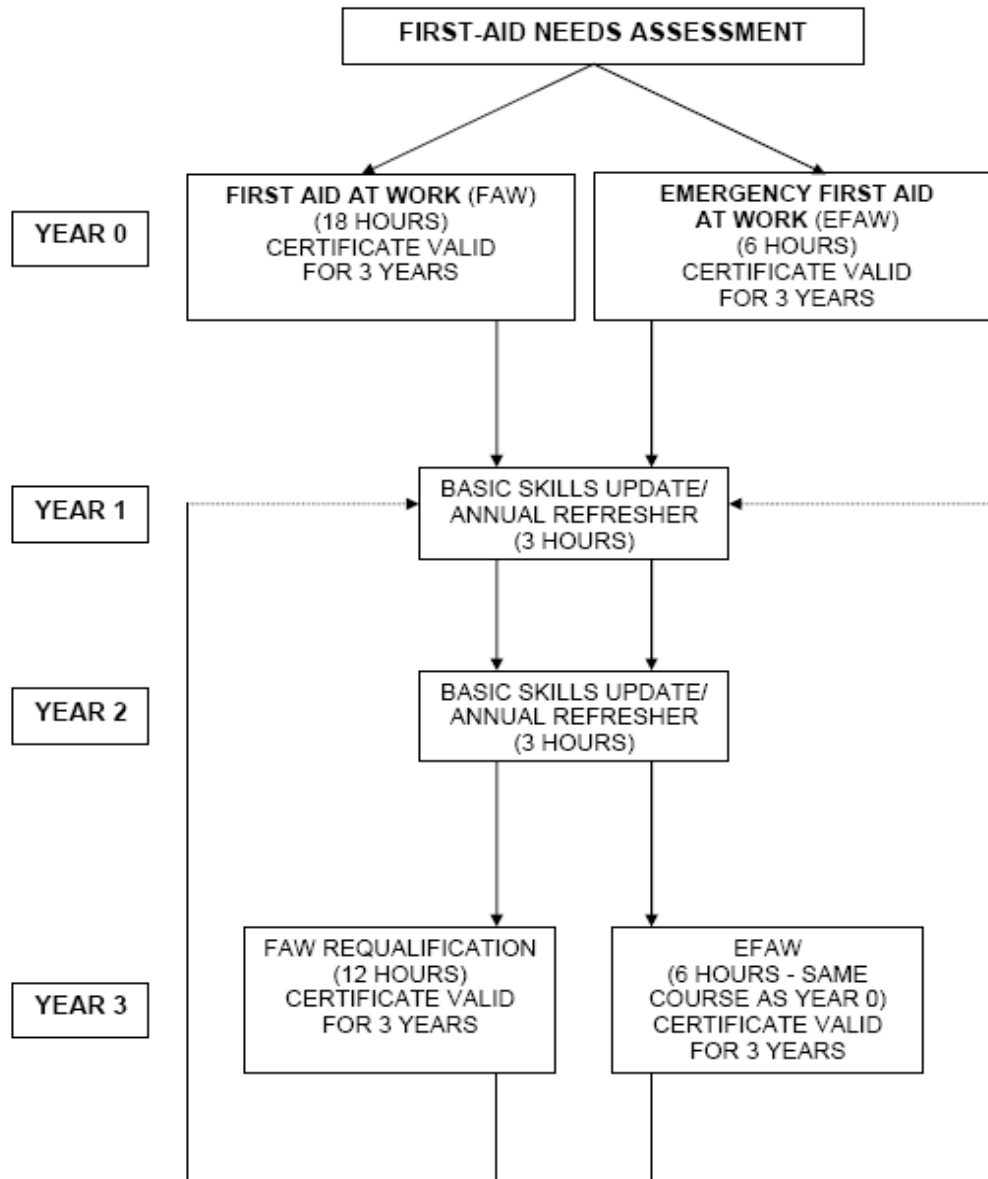
Location	Responsible Person
All Locations within Operational Divisions:	Divisional General Manager
All Workshop Locations:	General Manager Fleet
All Air Wing Locations:	Relevant General Manager (Currently GM North)
SAC (Glasgow Caledonian University) and Local Training Offices:	Head of Ambulance Education and Training
Lease Car Users:	General Manager Fleet To be issued with each new car
ACC's:	General Manager ACC
National Headquarters:	Corporate Affairs Manager

Designated first aiders are responsible for ensuring that all items of equipment within the first aid box at their location are maintained and within date.

6. First Aider Training

All first aiders must have completed an approved course of training and where relevant have attended refresher training as required by the HSE. Currently this is initial certification (year 0) followed by refresher training in year 1 and 2 with full recertification to First aid training in year 3. See Flow chart below:

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It is the responsibility of the persons identified above (under Responsibilities) to ensure that all staff acting as first aiders have received their training and their refresher training as appropriate

It is the responsibility of the first aider to treat those injured in line with their training and not to fulfil the role of first aider until they have passed an approved course of training and or the necessary refresher training.

State Registered Paramedics and Ambulance Technicians do not require any additional training to be considered as first aiders.

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All incidents requiring a first aider must be reported using the Service's accident and incident reporting processes and a suitable record made in the first aid book.

7. Arrangements to Cover Shift Patterns and Holidays

The regulations require that the minimum provision of first aiders is available at all times workplaces are occupied, ie managers responsible for areas identified above must ensure that there is adequate provision to cover for Holidays, absence for Training, and for all planned shift patterns. Where a member of staff who is a first aider is likely to be absent for more than one month then alternative arrangements should be put in place.

Where premises are designated as Medium or High risk provision of first aid should assume that at least one first aider will be unavailable (due to unforeseen circumstances) and plan to cover this with additional first aid provision.

The regulations make allowance for exceptional circumstances; for example short notice absence

8. Policy Arrangements/Guidance Notes

The H&S Team should carry out an assessment of first aid requirements in order to determine:

- The number of first aiders and appointed persons required
- The quantity, type and location of first aid supplies to be provided.

The assessment must take into account:

- Workplace hazards and risks.
- Number of colleague(s) employed.
- Different shifts worked.
- Mobile workers.
- The remoteness of the site from the nearest hospital accident and emergency department.
- Accident history.
- Annual leave and other absences of first aiders and appointed persons.

Training must be arranged for the required number of first aiders and appointed persons through the Divisional Management Team. Training records must be maintained.

As a minimum there should be:

- at least one first aider for every 50 people with cover for annual leave and other absences for every shift worked Accident; or
- At least one appointed person if there are fewer than 10 people with cover for annual leave and other absences for every shift worked.
- First Aid treatment must only be provided by staff who are fully qualified First Aiders, holding a current first aid certificate. Any treatment provided must be strictly in accordance with the training given. First Aiders must keep records of all treatments in respect of injury or ill health. Additionally, if

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treatment has been given as a result of an accident at work, the Service's accident reporting procedure must also be followed.

An adequate number of first aid supplies must be provided i.e. on sites and in travelling kits when required taking account of the assessment of needs carried out. These must be readily available at all times (See Appendix 1 - Information Sheet - First Aid Kit Minimum Requirements).

A monthly check of first aid supplies should be carried out to ensure that any necessary items are replaced. Records of these checks must be maintained (See Appendix 2 - Form - First Aid Box Contents Check Record).

If mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for reuse. The container should not be used after the expiry date.

Managers and Team Leaders must ensure that all Staff know where first aid assistance can be obtained and how to locate the nearest First Aider or Appointed Person.

First aid notices should be displayed to inform colleague(s) of the identity and location of First Aiders and first aid equipment. Notices should be displayed in all main areas of buildings.

A review of first aid needs should be carried out regularly by the H&S Team.

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Appendix 1

Information Sheet

Further Guidance Notes/FAQ`s

Should first aid treatment be recorded?

Yes. Treatments must be undertaken strictly in accordance with the training provided. First Aiders must record details of all treatments in respect of injury or illness. Additionally, if treatment has been given as a result of an accident at work, the Company's accident reporting procedure must also be followed.

First aid treatment may only be provided by staff who are fully qualified First Aiders and hold a current First Aid Certificate. State Registered Paramedics and Ambulance Technicians do not require further training.

Appointed Persons are not permitted to provide first aid treatment, only to deal with the emergencies that they have been trained for.

Are First Aiders at risk from infections such as HIV when dealing with bleeding or when trying to resuscitate someone?

No, provided that all sensible precautions are taken. The Human Immuno-deficiency Virus (HIV) is passed on through the exchange of bodily fluids.

Disposable gloves should be available for use by First Aiders and blood spillages should be cleaned up promptly with an approved Scottish Ambulance Service Spillage Kit.

There are no known cases of a First Aider ever having been infected with HIV through attempted resuscitation. There are other viruses that are more contagious than HIV, such as Hepatitis B, so it is sensible to exercise caution when administering first aid.

Can a First Aider be held liable if treatment fails?

Not if the actions were taken in good faith and to the best of the First Aider's ability. Where genuine efforts are to no avail, the First Aider is not held liable for any adverse outcome. To succeed, a civil claim would have to establish that the First Aider had been negligent in some demonstrable way and that this negligence had caused or worsened the patient's condition.

Is it necessary to arrange insurance cover to protect First Aiders from claims of negligence by those they treat?

No, all first aiders are covered by Employers Liability insurance.

How do we call for an ambulance?

Please ensure that you familiarise yourself with your local procedures for calling an ambulance.

Should First Aiders accompany ill or injured persons to hospital or home?

This depends on the circumstances. If the patient is transferred by ambulance to hospital then the First Aider does not accompany the patient. However, if the patient is transferred to hospital by taxi then the First Aider should accompany them. If the patient is being taken home by taxi then a competent person can accompany them home. Under these circumstances costs should be reclaimed from the Company.

Should next of kin be advised that first aid treatment has been provided?

Yes, except in the case of minor injury. Next of kin must be contacted as soon as possible, especially if the person is going to hospital or home.

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Appendix 2

Minimum contents of First Aid box:

- A leaflet giving general guidance on first aid (for example, HSE's leaflet: Basic advice on first aid at work)
- 20 individually wrapped, sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided, if necessary)
- Two sterile eye pads;
- Four individually wrapped triangular bandages, preferably sterile;
- Six safety pins;
- Two large sterile individually wrapped unmedicated wound dressings approximately 18cm x 18cm;
- Six medium sized individually wrapped sterile unmedicated wound dressings approximately 12cm x 12cm;
- One pair of disposable gloves

Minimum contents of Travelling First Aid box:

- A leaflet giving general guidance on first aid (for example HSE's leaflet: Basic advice on first aid at work)
- Six individually wrapped, sterile plasters (hypoallergenic plasters can be provided, if necessary);
- Two triangular bandages;
- Two safety pins;
- One large sterile unmedicated dressing approximately 18cm x 18cm;
- Individually wrapped moist cleansing wipes;
- One pair of disposable gloves

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Review History

Issue No	Reason for review and brief description of changes made	Effective Date
1	Initial Issue	12/10/09
2	No changes proposed	Dec 11
3	Reviewed to bring in line with Amendment to First Aid at Work Act 1 st Oct 2013	April 16

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