FIRST AID POLICY

POLICY REFERENCE NUMBER: RM08
VERSION NUMBER: 2
REPLACES SEPT DOCUMENT RM08 V4
REPLACES NEP DOCUMENT First Aid at Work Policy NCP3/First Aid/09/14
KEY CHANGES FROM PREVIOUS VERSION Re-formatted Removal of Appointed person requiring training
AUTHOR: Risk Team
CONSULTATION GROUPS: HSSC and Sub Groups Joint Staff Side
IMPLEMENTATION DATE: October 2017
AMENDMENT DATE(S): January 2019; November 2019 (2.4, correction regarding training)
LAST REVIEW DATE: March 2019
NEXT REVIEW DATE: March 2022
APPROVAL BY HEALTH, SAFETY & SECURITY SUB-COMMITTEE: January 2019
RATIFICATION BY QUALITY COMMITTEE: March 2022
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POLICY SUMMARY

This policy sets out how First Aid is undertaken within the Trust.

By adopting this policy the Trust will be able to evidence that it is fulfilling its statutory obligations under the Health & Safety (First-Aid) (amendment) Regulations 1981. Failure to implement this policy will place the Trust in a position of breaching its statutory obligations in providing adequate and appropriate First-Aid cover and facilities.

As part of its commitment to the provision of a safe place of work and a healthy working environment for all employees, clients, visitors, contractors, volunteers and those affected by, or involved in, the Trust’s activities; the Trust will ensure that:

- Adequate and appropriate first-aid equipment and facilities are provided for its employees (in accordance with Regulation 3(1) of the Health & Safety (First Aid) (amendment) Regulations 1981).
- An adequate number of suitable persons (who have received appropriate training) are available to render first-aid to employees who become ill, or are injured (in accordance with Regulation 3(2) of the Health & Safety (First Aid) (amendment) Regulations 1981).
A first-aid needs assessment is undertaken in order to comply with the above two requirements. Employees are informed of the arrangements the Trust has made in connection with first aid.

This policy document details the structure and arrangements in place within the Trust to ensure that the above is achieved. It is intended to provide staff and contractors with sufficient clear information to allow them to work in a safe and healthy manner.

This policy states the responsibilities of the Trust Board, Directors, Managers, Supervisors and all Staff for first aid within the Trust. Whilst the Trust has made clear its commitment to promote Health and Safety and put in place appropriate structures and arrangements, it cannot work alone. All staff have a duty to take reasonable care for the Health and Safety of themselves, for that of the people around them, for the work environment, and for the buildings and equipment provided and must thus comply with this policy.

Signed

Chief Executive Officer
For and on behalf of the Trust

Date: 16 October 2017

This policy applies to all Trust employees whether on a permanent contract, or as a member of the bank and/or agency staff, students on placement, contractors.

The Health and Safety [First Aid] Regulations 1981, places a duty on employers to ensure that there is adequate first aid provisions for all staff. This requires:

- An assessment of the risks involved to identify the level of risk to their employees in carrying out their work duties and consider what first aid equipment, personnel, and facilities they need to make available, taking into account numbers of staff, shift patterns, need for 24 hour cover.
- The risk assessment to take into account availability of the first aid personnel.
- Employers to inform members of staff of the first aid facilities available ensuring that adequate signage is displayed in staff areas.[ HSE 1996 ]
- The Trust to ensure that risk assessments of needs will be made by all appropriate managers; that sufficient numbers of employees will be trained in first aid and appropriate first aid equipment will be readily accessible at all times.
**Sharps injuries**; employees must be familiar with and follow the Sharps Policy. In the event of such incidents the Sharp Incident Pack must be used and instructions followed, reporting all incidents to Occupational Health & Wellbeing Service.

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The Director responsible for monitoring and reviewing this policy is The Executive Director of Corporate Governance
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FIRST AID POLICY

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FIRST AID POLICY

1.0 INTRODUCTION

1.1. First-Aid provision is governed by the Health and Safety (First-Aid) (amendment) Regulations 1981 and the Health & Safety Executives Approved Code of Practice and Guidance.

1.2. This document gives guidance on provision of First-Aid materials, First-Aiders and First-Aid training for employees within Essex Partnership University NHS Foundation Trust (EPUT).

1.3. For the purpose of this policy the term 'First Aid' refers to:

- The provision of treatment once an accident has occurred, which can be of vital importance in certain circumstances and can mean the prevention of further injury or even death.
- Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse. [HSE 1981].

2.0 DUTIES/RESPONSIBILITIES

2.1. Chief Executive Officer

The Chief Executive Officer is the responsible person within EPUT for ensuring the implementation of the Health & Safety (First-Aid) (amendment) Regulations 1981. They will be responsible for ensuring that there is an appropriate Policy for first-aid within in the Trust and that this is effectively implemented. They will also be responsible for nominating a Board Director who will undertake responsibility for health and safety first aid matters throughout the Trust.

2.2. Nominated Director

The nominated Board Director is the Executive Director of Corporate Governance who, supported by the Director of Compliance and Assurance, will undertake responsibility for health & safety first aid matters throughout the Trust. They are responsible for setting and overseeing implementation of the policy, approved by the Trust Board, for first-aid across the Trust.

2.3. Service Directors

Service Directors are responsible for ensuring that adequate First-Aid coverage and facilities have been provided for areas under their direct control.
2.4. **Managers**

Managers are responsible for the selection and placement of competent First-Aiders or Appointed Persons at work that are under their direct control.

Managers are responsible for ensuring that this policy is implemented, including:

- A first aid risk assessment will be under-taken based on the Trust’s pro-forma contained within this policy [Appendix 1]. A copy of the risk assessment will be maintained by the manager and reviewed annually.
- Arrangements are made for adequate numbers of First Aiders and/or appointed persons as per First Aid Risk Assessment.
- Arrangements are made to ensure First Aiders undertake accredited training; taking into account the criteria stated in the principle statement in line with the results of the risk assessment.
- Book first aider training – details held on the Trust intranet under training/health and safety, (funding is from local budget).
- Ensure that an up to date list of first aid personnel is maintained. [This will be audited by the Health & Safety Adviser].
- Ensuring all members of staff are made aware of the first aid arrangements within their current workplace, including the names and location of first aiders and appointed persons.
- Facilitating access to support for first aiders.

2.5. **Risk Management Team**

The Risk Management Team will complete Health & Safety Inspections - yearly for Inpatient areas, every 18 months for Community Clinics/where patients are seen and every 2 years for Staff only areas. The inspections include that there are:

- Sufficient numbers of well stocked and in date first aid boxes.
- There are first aid boxes in relevant locations on site.
- Eye irrigation systems, if relevant.

2.6. **Workforce Development & Training Department**

The Workforce Development and Training Department will:

- Provide appropriate first aid training courses within the organisation.
- Maintain a list of personnel who have been first aid trained. However, each individual will be responsible for ensuring their certificate does not lapse by booking onto a training course to undertake a first aid refresher.
2.7. **First-Aiders**

2.7.1. A **First-Aider** is defined as a person in possession of a valid “First-Aid at Work” (FAW) or “Emergency First Aid at Work” (EFAW) certificate of competence obtained by attendance and qualification at a Health and Safety Executive (HSE) approved course. They will:

- Administer first aid as appropriate to the situation and to their training and skills.
- Ensure that the appropriate first-aid supplies / equipment are available in their area/s of responsibility.
- Check their local first aid box/es on a weekly basis against the list of recommended contents and re-order any stock required from purchasing via the eproc system.
- Report incidents in which they have administered first-aid onto Datix
- Ensure that their First Aid at Work certificate remains current by undertaking the HSE approved Training [4 days] and a refresher course [2 days] prior to expiry of the certificate [3 years].
- Assessing the situation where first aid may be required and without placing themselves in danger, ensuring the area is safe.

2.7.2. All first aiders are required to undertake a three year refresher training course to ensure that they maintain their competencies in delivering first aid throughout the organisation. Additional first aid provision, within the Trust, can be provided by doctors who are registered with the General Medical Council, nurses registered with the Nursing and Midwifery Council and paramedics registered with the Health Professions Council, providing they have current knowledge and skills in first aid.

The Community services will not be required to have a trained first aider on site and will identify an appointed person for the purposes of checking the first aid box and contacting the emergency services.

2.7.3. Qualified physicians and nurses can act as fully qualified First Aiders without having to attend specific training courses. They must be in current clinical practice and maintain competency in resuscitation techniques.

2.8. **Appointed Person**

An **Appointed Person** is identified as a competent person who should be provided at each workplace, where the Trust assessment of first-aid needs identifies that a first-aider is not necessary. The minimum requirement on the organisation is to appoint a person to take charge of the first-aid arrangements, including:

- Where first aid is needed taking charge when someone falls ill including calling for the appropriate medical assistance.
- Checking and replenishing first aid boxes at a minimum monthly.
- Making sure the first aide box contains only the equipment on the contents list.
- Ensuring equipment is replaced when used or before expiry date is reached.
• Ensuring food preparation areas have detectable plasters (blue) available for use.

Arrangements should be made for an “appointed person” to be available to undertake these duties at all times when people are at work. The person identified will not be required to undertake first aid training for this role.

2.9. All Employees (including permanent, temporary and bank staff)

All employees must:

• Make themselves aware via the ‘Local Health & Safety Information Sheet’ of the people in their working area who have been nominated as a “First-Aider” or an “Appointed Person” (see section 3 below for further information).
• Report any usage of first aid supplies from the First Aid boxes to their First Aider / Appointed Person. The replenishing of first aid supplies will be the responsibility of the service manager to source. Managers will order replacement first aid boxes through the purchasing eproc system.
• Abide by the First Aid at Work policy and any decisions arising from its implementation.

3.0 DEFINITIONS

3.1. A First-Aider is defined as a person in possession of a valid “First-Aid at Work” (FAW) or “Emergency First Aid at Work” (EFAW) certificate of competence obtained by attendance and qualification at a Health and Safety Executive (HSE) approved course.

3.2. An Appointed Person is identified as a competent person who should be provided at each workplace, where the Trust assessment of first-aid needs identifies that a first-aider is not necessary.

4.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES

4.1. The following policies must be read in conjunction with this document:

• First Aid Procedure (RMPG08)
• Corporate Statement and Policy on Health and Safety (RM01)
• Non-Clinical Risk Assessment Policy (RM11)
• Adverse Incident, Including Serious Incident, Policy and Procedure (CP3)
• Induction/Mandatory/Core Training Procedure (HRPG21)

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