

First Aid Policy

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NHS Shetland Document Development Coversheet*

Name of document	First Aid Policy		
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Proposed groups to present document to:

Health, Safety and Wellbeing Committee	Area Partnership Forum	Staff Governance Committee
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Date	Version	Group	Reason	Outcome
March 2013	1 (Initial draft)	Individual stakeholders	PI, PO & C/S	MR
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Examples of reasons for presenting to the group	Examples of outcomes following meeting
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***To be attached to the document under development/review and presented to the relevant group**

Please record details of any changes made to the document in the table below

Date	Record of changes made to document
March 2013	<p>Amendments to Sections 1.0 and 2.0 to clarify that the word ‘immediate’ is only used in the ACoP and not the Regulations</p> <p>Role of Directors in validating needs assessments carried out in their sectors (Section 5.1)</p> <p>Clarification that needs assessment in departments/areas should be informed by an analysis of accidents which have required a First-Aid response – obtainable from the DATIX system (Section 5.1)</p> <p>Policy to reflect the expectation that medical, nursing and paramedic staff will undertake First-Aid duties (in non-clinical areas) without the need to appoint First-Aiders (Section 5.3) e.g. Occupational Health and A&E staff will provide a service for Headquarters staff and those based in the Gilbert Bain Hospital</p> <p>Rewording of Section 7 to reflect the fact that Scottish Health Technical Memorandum [SHTM] 06-03 <i>Electrical safety guidance for high voltage systems</i> does not apply as NHS Shetland has no HV. The HV sub-station beside the GBH generator building is owned and operated by SSE and our staff would not be able/required to work on that system</p> <p>Removal of specific reference to ‘Train Shetland’ (Section 8.0)</p> <p>Rewording of Section 8.0 by inclusion of the following paragraph: ‘Locally, the delivery of First-Aid training is dependent on the outcome of needs assessment, numbers of staff requiring training and the availability of personnel and resources. Training is organised via the Staff Development Department and options may include: In-house delivery of courses by an accredited NHS Shetland trainer Commissioning an accredited external provider to deliver courses in-house Attendance at courses delivered externally by an accredited provider.’</p> <p>A variation of contract form is not required – the template letter is sufficient (Section 10.0)</p> <p>Inclusion of a second template letter to notify HR/Payroll when an appointment ceases (Appendix 3)</p>
April 2013	<p>Additional information added in Sections 1, 3 and 8 to reflect the development of practice in Mental Health First-Aid and the Board’s commitment to the improvement and promotion of Mental Health and wellbeing amongst its staff</p>
May 2015	<p>Redrafted to take account of First-Aid at Work - The Health and Safety (First-Aid) Regulations 1981 - L74 (Third Edition) Published 2013.</p> <p>First -Aid kits in Crown Cars added</p> <p>Latest edition of checklist for assessment of First-Aid needs included</p>

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1. Introduction and legislative framework

NHS Shetland delivers healthcare services across a wide portfolio of settings, resulting in diverse First-Aid requirements.

NHS Shetland has a duty to comply with all regulatory requirements, related to the Health and Safety at Work etc Act [HSWA] 1974, including but not limited to the specific legislation, The Health and Safety (First-Aid) Regulations 1981.

Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. The First-Aid at Work, Guidance on Regulations, L74 (Third Edition) published 2013 has been consulted to ensure that NHS Shetland meets this legal duty.

This First-Aid Policy describes the key principles and responsibilities underpinning the arrangements for First-Aid at work throughout NHS Shetland. The policy also recognises the contribution of Scotland's Mental Health First-Aid training to maintaining positive Mental Health and wellbeing amongst staff.

2. First Aid Policy statement

NHS Shetland is committed to providing sufficient numbers of First-Aid personnel to deal with accidents and injuries at work, where needs assessment shows this to be necessary, and will ensure appropriate certificated training is provided for and undertaken by appointed First-Aiders in compliance with statutory requirements. However, as an NHS Board with extensive clinical staff available, dedicated First Aider's are in the main, unlikely to be required due to the close proximity of qualified medical staff, unless a risk assessment / first aid provision needs assessment dictates otherwise.

In line with the Scottish Government's policy, if applicable, an annual allowance is payable to staff members who are appointed as First-Aiders, have completed the appropriate training in First-Aid at Work and are responsible for providing initial assistance when someone injures themselves or becomes unwell at work.

3. Definitions

First-Aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR whilst awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut.

First-Aid is generally performed by the layperson, with many people trained in providing basic levels of First-Aid, and others willing to do so from acquired knowledge.

First-Aid Roles	Description
Appointed Person	<p>A person appointed to take charge of arrangements, including looking after equipment and facilities, and calling the emergency services when required. An appointed person must be available to undertake these duties at all times when people are at work.</p> <p>Appointed persons are not First-Aiders and should not attempt to give First-Aid for which they have not been trained.</p> <p>An appointed person can also provide emergency cover, within their role and competence, where a First-Aider is absent due to unforeseen circumstances.</p>
First-Aider	<p>A person holding a valid Certificate of Competence in either First-Aid at Work (FAW) or Emergency First-Aid at Work (EFAW). EFAW training enables a First-Aider to give Emergency First-Aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the First-Aider to apply First-Aid to a range of specific injuries and illnesses.</p>
First-Aider with additional training	<p>A First-Aider who has undertaken any training additional to the FAW/EFAW or equivalent qualification, as appropriate to the circumstances of the workplace and determined by needs assessment. For example, more in-depth training is advisable in cases where work activities involve the use of hydrofluoric acid, working in confined spaces, outdoors or in remote locations.</p>

4. Responsibilities of managers and staff

The Chief Executive has overall responsibility for health and safety in NHS Shetland and has appointed the Director of Human Resources and Support Services (DHR&SS) as the Senior Manager with particular responsibility to oversee the implementation of this policy throughout the Board.

Directors and Senior Managers are responsible for ensuring that the requirements of this Policy are effectively implemented in their areas of responsibility. This includes the validation of First-Aid Needs Assessments carried out in their sectors.

The Health and Safety Lead is responsible for producing an up-to-date, clear, written First-Aid policy document compatible with NHS Shetlands Health and Safety Policy and Risk Management Strategy as well as ensuring that this is effectively disseminated and regularly reviewed. In conjunction with the Staff Governance and Health, Safety & Wellbeing Committees, the Health & Safety Lead is also responsible for the monitoring and evaluation of the policy to ensure its effectiveness.

Heads of Department and Senior Charge Nurses/Sisters/Team Leaders (who are responsible for Health and Safety Control Books) are responsible for ensuring that the

First-Aid Policy is implemented and monitored within their areas of responsibility. In particular they must:

- Carry out an assessment of First-Aid needs appropriate to the circumstances (hazards and risks) of their department/area. The first aid guidance and risk assessment sheets are in the control book and should be filled in support is available from the Health and Safety Lead. To facilitate this task, a checklist for assessment of First-Aid needs is included at Appendix 1. The completed checklist can be uploaded to the Control Book record.
- Note that First-Aid needs assessments should be informed by an analysis of accidents which have required a First-Aid response and that this information is obtainable from DATIX. The First-Aid needs assessment should also be periodically reviewed.
- Decide how many First-Aiders are required for their department or area depending on the findings of the First-Aid needs assessment. If the decision reached is that First-Aiders are not needed, a person or persons should be appointed to take charge of the First-Aid arrangements. The role of an Appointed Person(s) includes looking after the First-Aid equipment and facilities and calling the emergency services when required.
- Within clinical areas, following a First-Aid needs assessment, a Manager may be satisfied that s/he has adequate facilities and resources and enough trained nurses and/or doctors available to administer First-Aid throughout all periods worked and, therefore, may not need to nominate dedicated First-Aiders or Appointed Persons.
- An ambulance must be called when providing First-Aid to a collapsed casualty in non-clinical areas (that is outside of A&E, Wards, Physiotherapy, Radiography, Theatres, OPD, Maternity, and Hospital Dental Department).

Within non-clinical areas, the expectation is that medical, nursing and paramedic staff will undertake First-Aid duties without the need to appoint First-Aiders.

For example, Montfield Upper Floor offices will be served by Occupational Health Nurses. GBH will be served by A&E and G.P. practices will use their own nursing staff or visiting Community Nurses, if available.

Additionally, there are requirements to ensure that:

- As part of the induction process, all staff and volunteers working in their department/area of responsibility are informed of the nature and location of First-Aid facilities.
- Staff and/or volunteers with language difficulties or visual impairment are informed of the arrangements for First-Aid.
- Where appropriate, First-Aid notices are displayed in prominent positions, giving the names of First-Aiders and the location of First-Aid equipment.
- All incidents requiring First-Aid are reported and investigated using the DATIX electronic incident reporting and management system. Note that certain incidents are reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR]. Further details are given in NHS Shetland's Incident reporting, Investigation and Management Policy.

5. Needs of travelling, remote and lone workers

NHS Shetland is responsible for meeting the First-Aid needs of staff and volunteers working away from the main site, for example those who travel regularly or who work elsewhere. Local needs assessment should determine whether those who travel long distances or are continuously mobile should carry a personal First-Aid kit. Staff and volunteers working alone and/or in remote areas may need special arrangements put in place and additional training as well as being provided with a means of summoning help in an emergency such as a mobile phone. Health and Safety Control Books will detail all local controls for the delivery of first aid.

Crown Vehicles All crown vehicles (cars / vans) are supplied with a First-Aid kit. Department managers are responsible for ensuring that the First-Aid kit contents are checked and replaced, as necessary, on a regular basis and that the First-Aid kit remains in the vehicle for use at all times. Before using a vehicle, all drivers should check that the First-Aid kit (including contents) is present in the vehicle. If the contents of the First-Aid kit are found to be missing or are used during a journey then the driver should inform the department manager of the missing or used item so that replacements can be organised.

6. Estates Department

NHS Shetland's Estates Department should ensure compliance with all applicable Scottish Health Technical Memorandum on Electrical Safety Guidance – in particular the requirement for authorised persons, competent persons and accompanying safety persons to successfully complete an emergency First-Aid training course in accordance with the guidance.

7. Training

The Health and Safety Executive no longer approve the training courses or qualifications of appointed First-Aid personnel.

Locally, the delivery of First-Aid training is dependent on the outcome of first needs assessment, numbers of staff requiring training and the availability of personnel and resources. Training is organised via the Staff Development Department.

8. First Aid kits

There is no mandatory list of items to be included in a First-Aid container. The decision on what to provide will be influenced by the findings of the First-Aid needs assessment. Appendix 3 contains a guide from the HSE for contents where there are no special hazards and for First-Aid kits for travelling workers.

Items routinely supplied in some clinical areas e.g. Wards and the A&E Department are likely to exceed basic requirements and, therefore, negate the need for a First-Aid kit in these areas, however Managers should check that suitable supplies are readily available and accessible.

Complete First-Aid kits and replacement items can be ordered via Pecos.

9. First Aid allowance

A First-Aid allowance is paid to staff who are designated First-Aiders and formally appointed as described above.

The recommended allowance is paid in equal monthly instalments, and uplifted annually in accordance with the annual pay uplift.

When a First-Aider is appointed, an instruction must be sent to Payroll by the HR Department to ensure s/he receives the appropriate monthly allowance, first template letter in Appendix 2. Equally, a First-Aider who is no longer required to provide First-Aid cover has to be removed from the system by informing the HR Department using the second template letter Appendix 2.

Staff on secondment need to discuss with their secondment manager if they are required to provide First-Aid cover or not – if they are not required to provide cover, they should not receive payment and should be removed from the system via the second template letter in Appendix 2.

10. Dissemination and implementation

The implementation of the First-Aid Regulations across the organisation is mandatory and this policy must be read and implemented in conjunction with other relevant policies, in particular the Health and Safety Policy, which provides general guidance on health and safety issues; as well as the relevant Health and Safety Control Book.

The policy will be made available to all staff via the Policies and Procedures page of the Board's intranet.

11. Review

The Health and Safety Lead is responsible for ensuring that this policy is regularly reviewed – either on a triennial basis or in response to any statutory/legislative changes.

12. Equality and Diversity Impact Assessment (EDIA)

The EDIA carried out as part of the Risk Management Strategy recognises that in complying with the Health and Safety at Work etc Act 1974, and subordinate legislation, the Board meets its duty of care towards not just employees but others who may be affected by its activities e.g. patients, visitors, members of the public, contractors and delivery personnel. Additionally, the strategy recognises the statutory requirement to give special consideration to other groups including night workers, lone workers and workers with disabilities.

As the strategy also makes clear, the promotion of a fair and open culture is regarded as an essential component of an effective risk management system.

The impact of the Risk Management Strategy and supporting documents has been assessed as positive in relation to equality and diversity.

Appendix 1 – Checklist for assessment of First-Aid needs

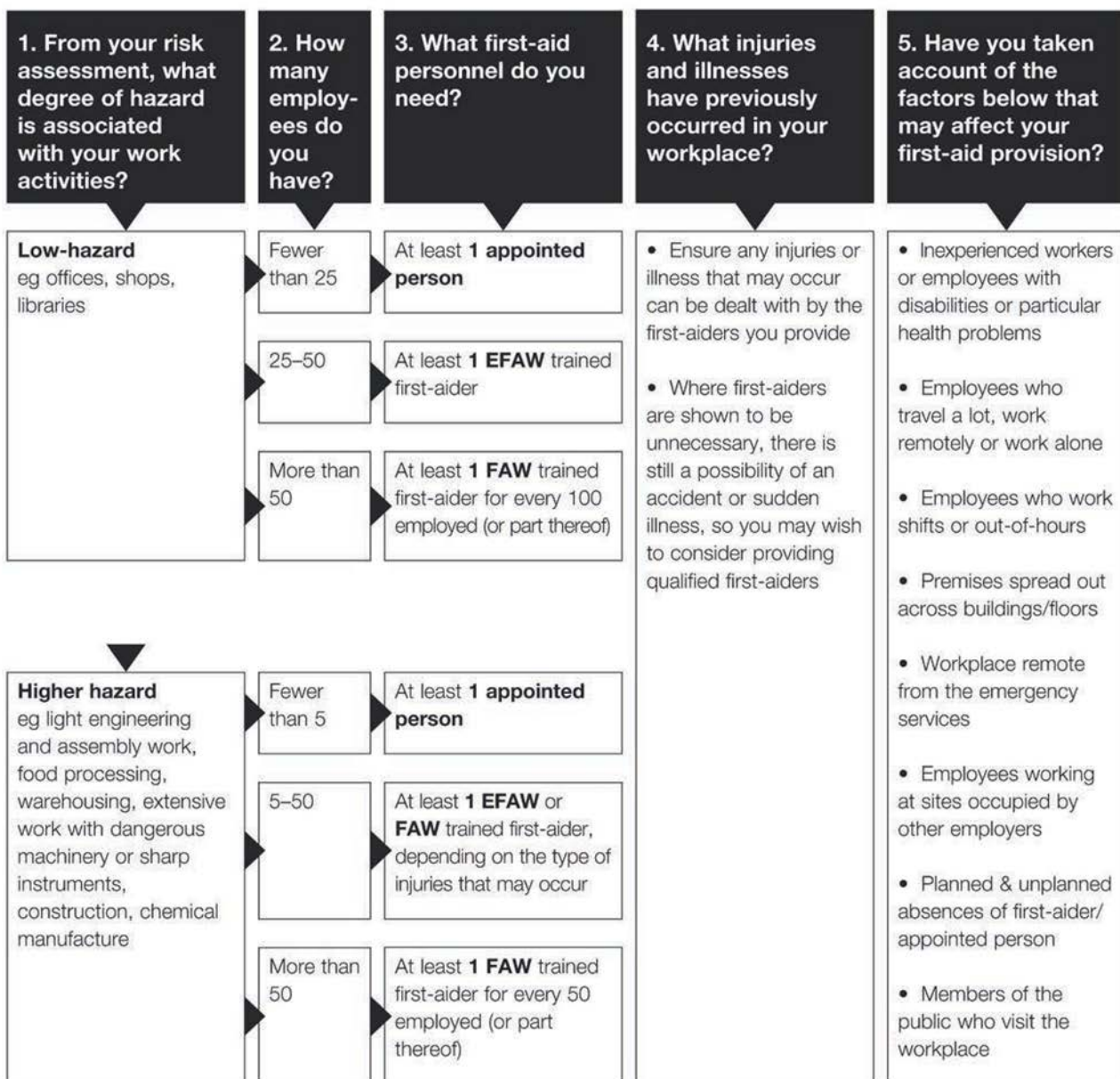
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of First-Aid provision)		
Factor to consider	Space for notes	Impact on First-Aid provision
Does your workplace have low-level hazards such as those that might be found in offices and shops?		<p>The minimum provision is:</p> <ul style="list-style-type: none"> • an appointed person to take charge of First-Aid arrangements; • a suitably stocked First-Aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?		<p>You should consider:</p> <ul style="list-style-type: none"> • providing First-Aiders; • providing additional training for First-Aiders to deal with injuries resulting from special hazards; • providing a suitably stocked First-Aid box; • providing additional First- Aid equipment; • precise location of First-Aid equipment; • providing a First-Aid room; • informing the emergency services of specific hazards etc . in advance.
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?		<p>You should consider:</p> <ul style="list-style-type: none"> • providing First-Aiders; • additional training for First-Aiders to deal with injuries resulting from special hazards; • additional First-Aid equipment; • precise location of First-Aid equipment; • providing a First-Aid room; <p>informing the emergency services of specific hazards etc. in advance.</p>

Employees		
Factor to consider	Space for notes	Impact on First-Aid provision
How many people are employed on site?		<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> • an appointed person to take charge of First-Aid arrangements; • a suitably stocked First-Aid box. • Where there are large numbers of employees, ie more than 25, even in low-hazard environments, you should consider providing: <ul style="list-style-type: none"> • First-Aiders; • additional First-Aid equipment; • a First-Aid room
Are there inexperienced workers on site, or employees with disabilities or particular health problems?		<p>You should consider:</p> <ul style="list-style-type: none"> • additional training for First-Aiders; • additional First-Aid equipment; • local siting of First-Aid equipment. Your First-Aid provision should cover any work experience trainees.
Accidents and ill-health record		
Factor to consider	Space for notes	Impact on First-Aid provision
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		<p>Ensure your First-Aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your First-Aid provision as appropriate.</p>

Working Arrangements		
Factor to consider	Space for notes	Impact on First-Aid provision
Do you have employees who travel a lot, work remotely or work alone?		You should consider: <ul style="list-style-type: none"> • issuing personal First-Aid kits; • issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or out-of-hours?		You should ensure there is adequate First-Aid provision at all times people are at work.
Are the premises spread out, eg are there several buildings on the site or multi- floor buildings?		You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services?		You should: <ul style="list-style-type: none"> • inform the emergency services of your location; • consider special arrangements with the emergency services; • consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?		You should make arrangements with other site occupiers to ensure adequate provision of First-Aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of First-Aiders or appointed persons?		You should consider: <ul style="list-style-type: none"> • what cover is needed for annual leave and other planned absences; • what cover is needed for unplanned and exceptional absences.

Non-employees		
Factor to consider	Space for notes	Impact on First-Aid provision
Do members of the public or non-employees visit your premises?		Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide First-Aid for non-employees but HSE strongly recommends that you include them in your First-Aid provision.

Suggested numbers of First-Aid personnel to be available at all times people are at work:



Appendix 2 – Template letters

Template letter for the appointment of First-Aiders

Name Position Address

Dear <<insert name>>

Appointment to perform First-Aid at Work Duties

This letter hereby confirms your appointment as a nominated

* First-Aider/Emergency First-Aider (* Delete as appropriate)

at <<insert work base/ situation>> from <<insert start date>> in line with the needs assessment completed as a requirement of The Health and Safety (First-Aid) Regulations 1981.

Your appointment is subject to you attending the relevant training courses and refresher courses, as nominated by your line manager, and successfully maintaining a valid First-Aid certificate.

Your appointment will cease should you change position within the organisation, or if a review of the First-Aid needs assessment of your location identifies that you are no longer required to fulfil this need in your current work base/situation. A review of your appointment will also take place prior to the expiry date of your existing certificate.

NOTE: If, due to late notification of change, overpayments are made in respect of the allowance paid to First-Aiders then this sum will be recovered by Payroll.

Should you require any further information, please let me know. Yours sincerely

Manager's Signature _____

Print Name _____

Position _____

Acceptance of appointment

Signature _____

Print Name and Payroll Number _____

Copy to: HR Department (for instruction to Payroll and inclusion in personal file)

Template letter for the termination of appointment of First-Aiders

Name Position Address

Dear <<insert name>>

Termination of appointment to perform First-Aid at Work Duties

This letter hereby confirms the termination of your appointment as a nominated

- * First-Aider
- * Emergency First-Aider (* Delete as appropriate)

at <<insert work base/ situation>> from <<insert start date>> in line with the needs assessment completed as a requirement of The Health and Safety (First-Aid) Regulations 1981.

As a consequence of either a change in your role or a review of the First-Aid needs assessment of your location you are no longer required to fulfil this need in your current work base/situation.

NOTE: If, due to late notification of change, overpayments are made in respect of the allowance paid to First-Aiders then this sum will be recovered by Payroll.

Should you require any further information, please let me know. Yours sincerely

Manager's Signature _____

Print Name _____

Position _____

Acceptance of appointment

Signature _____

Print Name and Payroll Number _____

Copy to: HR Department (for instruction to Payroll and inclusion in personal file)

Appendix 3 – First Aid kits (suggested contents)

There is no mandatory list of items to be included in a First-Aid container. The decision on what to provide will be influenced by the findings of the First-Aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of First-Aid items might be:

- A leaflet giving general guidance on First-Aid (for example, HSE's leaflet *Basic advice on First-Aid at work*)
- Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided, if necessary)
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large sterile individually wrapped un-medicated wound dressings
- Medium-sized individually wrapped un-medicated wound dressings
- Non-latex disposable gloves

Travelling First-Aid kits - suggested contents

There is no mandatory list of items to be included in First-Aid kits for travelling workers. They might typically contain:

- A leaflet giving general guidance on First-Aid (for example HSE's leaflet *Basic advice on First-Aid at work*)
- Individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary)
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large sterile un-medicated dressing
- Individually wrapped moist cleansing wipes
- Non-latex disposable gloves

British Standard BS 8599 provides further information on the contents of workplace First-Aid kits. Whether using a First-Aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the First-Aid needs assessment.