### Policy Checklist

<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>First Aid at Work Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Policy:</td>
<td>To ensure the Trust acknowledges and accepts its responsibility under the Health and Safety (First Aid) Regulations (NI) 1982. To ensure that adequate and appropriate arrangements are made so that First Aid can be rendered to employees if they are injured or become ill at work.</td>
</tr>
<tr>
<td>Directorate responsible for Policy</td>
<td>Human Resources &amp; Organisational Development</td>
</tr>
<tr>
<td>Name &amp; Title of Author:</td>
<td>Mrs Ray King, Head of Health &amp; Safety</td>
</tr>
<tr>
<td>Does this meet criteria of a Policy?</td>
<td>Yes/No/Not Applicable</td>
</tr>
<tr>
<td>Trade Union consultation?</td>
<td>Yes/No/Not Applicable</td>
</tr>
<tr>
<td>Equality Screened by:</td>
<td>Mrs Ray King, Head of Health &amp; Safety</td>
</tr>
<tr>
<td>Date Policy submitted to Policy Scrutiny Committee:</td>
<td>17 June 2013</td>
</tr>
</tbody>
</table>

Members of Policy Scrutiny Committee in Attendance:
- Vivienne Toal, Head of Employee Engagement & Relations (Chair)
- Anita Carroll, Assistant Director of Acute Services – Functional Support Services
- Siobhan Hanna, Assistant Director of Informatics
- Carmel Harney, Assistant Director of Allied Health Professionals, Governance & Workforce Planning
- Mary McIntosh, Assistant Director of Social Work Services/Governance/Workforce Development & Training
- Danny McKevitt, Head of Specialist Estate Services
- Trevor Burns, Fire Safety Manager, (Specialist Estates)
- Stephen McNally, Director of Finance & Procurement
- John Rafferty, Acting Head of Residential Care (for Brendan Whittle)
- Fiona Wright, Assistant Director of Nursing Services, Governance & Workforce Planning

<table>
<thead>
<tr>
<th>Policy Approved/Rejected/Amended</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Implementation Plan included?</td>
<td>Yes</td>
</tr>
<tr>
<td>Any other comments:</td>
<td></td>
</tr>
<tr>
<td>Date presented to SMT</td>
<td></td>
</tr>
<tr>
<td>Director Responsible</td>
<td>Director of Human Resources &amp; Organisational Development</td>
</tr>
<tr>
<td>SMT Approved/Rejected/Amended</td>
<td></td>
</tr>
<tr>
<td>SMT Comments</td>
<td></td>
</tr>
<tr>
<td>Date received by Employee Engagement &amp; Relations for database/Intranet/Internet</td>
<td></td>
</tr>
<tr>
<td>Date for further review</td>
<td>2 year default</td>
</tr>
</tbody>
</table>
# POLICY DOCUMENT – VERSION CONTROL SHEET

| Title | Title: First Aid at Work Procedure  
Version: 2.0  
Reference number/document name: |
|-------|--------------------------------------------------------------------------------|
| Supersedes | Supersedes: First Aid at Work Procedure March 2010  
Description of Amendments(s)/Previous Policy or Version: |
| | Policy had exceeded its 2 year default.  
Additional information has been added in relation to First Aiders who will be required to attend a one day emergency first aid at work course. |
| Originator | Name of Author: Mrs Ray King  
Title: Head of Health & Safety |
| Scrutiny Committee & SMT approval | Referred for approval by:  
Date of Referral:  
Scrutiny Policy Committee Approval (Date)  
SMT approval (Date) |
| Circulation | Issue Date:  
Circulated By: Health & Safety Department  
Issued To: As per circulation List (details below) |
| Review | Review Date:  
Responsibility of (Name):  
Title: |

## Circulation List:

This policy was circulated to the following groups of staff for consultation:

- Trade Union Side
- Members of the Health & Safety Committee

Following approval, this Document will be circulated to the following:

- Directors for dissemination to their staff
- Trust Intranet site
First Aid at Work Procedure

Health & Safety Department
May 2013
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1.0 INTRODUCTION

The Southern Health and Social Care Trust (Trust) acknowledges and accepts its responsibility under the Health and Safety (First Aid) Regulations (NI) 1982 to ensure that adequate and appropriate arrangements are made so that First Aid can be rendered to employees if they are injured or become ill at work.

The Trust also acknowledges that due to the nature of its undertaking there is a duty to include in such arrangements the assessment/treatment of non-employees such as service users should they be injured or taken ill whilst on Trust premises.

2.0 SCOPE OF PROCEDURAL ARRANGEMENTS

These procedural arrangements apply to all staff working within or on behalf of the Trust when dealing with situations where they may need immediate attention.

3.0 DEFINITIONS

3.1 First Aid at Work

Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or become ill at work. It is important to give them immediate attention and call an ambulance in serious cases whether the injury or illness is caused by the work they do or not. First aid at work covers the arrangements that need to be made to manage injuries or illnesses suffered at work.

3.2 First Aider at Work (FAW)

- An individual who has attended a three day HSENI approved training course and holds a valid certificate of competence in First Aid at work (refer to Appendix 1.0).

3.3 Emergency First Aider at Work (EFAW)

- An individual who has attended an approved one day Emergency First Aid at Work course, and holds a valid certificate of competence. EFAW training enables the First Aider to give emergency First Aid to someone who is injured or becomes ill (refer to Appendix 2.0).

4.0 RESPONSIBILITIES

4.1 Director of Human Resources and Organisational Development

The Chief Executive has appointed the Director of Human Resources and Organisational Development as the identified Lead person for Health and Safety within the Trust. This includes responsibility for ensuring that the requirements for
health and safety legislation are applied and that the First Aid at Work Procedural Arrangements are observed and brought to the attention of management.

4.2 Directors

It is the responsibility of Directors to:

- Disseminate these procedures within their area of responsibility; and
- Ensure the implementation of these procedures within their area of responsibility by providing support and advice to their managers.

4.3 Managers

Managers are responsible for ensuring that:

- There is adequate First Aid provision within their areas of responsibility.
- An assessment of the First Aid needs within their area of responsibility has been carried out (refer to Appendix 3.0). This should be retained as evidence of compliance with the legislation.
- Liaison with other management colleagues takes place where more than one manager has responsibility for a particular work area, and to ensure that a joint approach is taken in the determination of First Aid provision.
- Suitably stocked and properly identified First-Aid containers are provided and maintained.
- First Aid personnel appointed are given the necessary time off to attend their initial training and subsequent revalidation training.
- All staff are informed of the arrangements that have been made in connection with the provision of First Aid, including the location of First Aiders and First Aid boxes (refer to Appendix 5.0)
- Adverse Incidents are reported and managed in accordance with the Trusts Incident Policy and a record kept of any First Aid administered.
- First Aid needs are reviewed to ensure provision remains appropriate.

4.4 Head of Health and Safety

The Head of Health and Safety is responsible for providing advice and information relating to the Health and Safety (First Aid) Regulations (NI) 1982 including any changes in the Regulations or requirements placed on the employer.
4.5 First Aiders (both FAW and EFAW)

First Aiders will:

- Ensure that their First Aid at Work Certificate or Emergency First Aid at Work Certificate are kept current by undertaking approved training and refresher courses prior to the expiring of the certificate (every 3 years).

- Administer First Aid as required and within their capabilities, and where necessary call for emergency assistance.

- Keep a record of First Aid administered on the IR1 form.

- Ensure that any items used are replaced in the First Aid containers as soon as possible after use.

- Regularly check First Aid containers to ensure that they are kept stocked and that stocks are in date.

4.6 Employee Responsibilities

All employees must ensure that they are aware of the First Aid arrangement within their immediate work area and in particular should acquaint themselves with the names and location of their relevant First Aiders.

Following any incident, record the details on the web based reporting system in line with the Trust Incident Reporting Policies & Procedures.

5.0 ASSESSMENT OF FIRST AID PROVISION

5.1 The approved Code of Practice recommends that an assessment should be undertaken to determine the nature and extent of first aid provision and the number of First Aiders required (i.e. FAW and EFAW)

5.2 In determining the nature and extent of First Aid provision the following factors need to be taken into account:

In assessing First Aid needs Managers should consider the:

(a) Nature of the work and workplace hazards and risks;
(b) Size of the department/ward/service;
(c) Nature of the workforce;
(d) History of adverse incidents;
(e) Needs of travelling, remote and lone workers;
(f) Work patterns;
(g) Distribution of the workforce;
(h) Remoteness of the site from emergency services;
(i) Employees working on shared or multi occupied sites;
(j) Annual leave and other absences of first aiders and appointed persons;
(k) First Aid provision for non-employees;
(l) Requirements under the RQIA mandatory training standards for Regulated Care Services.

5.3 Each Head of Service will be responsible for ensuring that the Managers responsible and accountable to them appoint sufficient certified First Aiders FAW or EFAW to meet the needs of their services.

5.4 Qualified Medical Doctors registered with the General Medical Council and nurses registered as registered nurses with the Nursing and Midwifery Council are deemed, by their training, to be qualified to administer First Aid.

5.5 The regulations do not require employers to provide First Aid to anyone other than their employees. However, the nature of the Trust business is such that there is regular involvement with service users and members of the public. It is therefore important to give consideration to these groups in the assessment of need for First Aid provision.

5.6 In order to meet RQIA mandatory training standards for Regulated Care Services, the First Aid assessment should include that:

- All residential care staff and day care staff complete EFAW training.

Appendix 3.0 provides guidance in how to assess First Aid needs and record relevant information.

6.0 FIRST AID MATERIALS AND CONTAINERS

When the assessment of First Aid requirements has been completed, the manager shall provide the materials and equipment needed to ensure that the level of first aid equipment will be available to employees at all times. This will include ensuring that first aid containers, suitably marked, are easily accessible and is available in all places where working conditions require it. It is preferable that these are placed near the hand washing facilities. A suggested content list is provided in Appendix 5.0.

Depending on the finding of the First Aid needs assessment, more than one First Aid container might be required.

7.0 INFORMATION FOR EMPLOYEES ON FIRST AID ARRANGEMENTS

Managers are required to develop procedures for informing staff of the arrangements that have been made in connection with the provision of First Aid including the location of equipment and the names of First Aiders. They should be displayed in a prominent position (refer to Appendix 6.0).
8.0 TRAINING & COMPETENCE

All First Aiders (either FAW or EFAW) must hold a valid certificate of competence in First Aid at work. Prior to the expiry date on the certificate a refresher course is required for renewal of the certificates validity. Details of First Aid courses are available from the Education, Learning and Development Department or via the intranet. Records of training are kept centrally by the Education, Learning and Development Department. It is the individual’s responsibility to ensure that their certificate is valid and that re-validation training is accounted for in their PDP.

9.0 SUPPORT AND FURTHER ADVICE

Further information and advice with regard to the First Aid Regulations and First Aid Risk Assessment is available from the Health & Safety Department.

These procedural arrangements should also be read in conjunction with other relevant Trust policies and procedures, for example,

- Health & Safety at Work Policy
- Management of Adverse Incidents Policy/Procedure
- Risk Management Strategy

10.0 EQUALITY AND HUMAN RIGHTS

The Trust’s equality and human rights statutory obligations have been considered during the development of these Procedural Arrangements.

11.0 REVIEW OF THE PROCEDURE

The Head of Health and Safety will review these Procedural Arrangements within 2 years or earlier in the light of any changes in statutory legislation and/or operational experience that prevents these procedural arrangements being implemented as intended.

12.0 ALTERNATIVE FORMATS

This document can be made available on request in alternative formats, e.g. plain English, Braille, DAISY, audiocassette, disk and in other languages to meet the needs of those who are not fluent in English.

13.0 COPYRIGHT

The supply of information under the Freedom of Information does not give the recipient or organisation that receives it the automatic right to re-use it in anyway that would infringe copyright. This includes, for example, making multiple copies, publishing and issuing copies to the public. Permission to re-use the information must be obtained in advance from the Trust.
APPENDIX 1.0

Three day First Aid at Work Course (FAW)

On the completion of this course, the First Aider (FAW) is issued with a certificate which allows them to be valid for three years from the date of issue.

This training allows the First Aider to:

1.0 (a) Understand the role of the First Aider including reference to:
   i. The importance of preventing cross-infection
   ii. The need for recording incidents and actions
   iii. Use of available equipment

(b) Assessing the situation and circumstances in order to act safely, promptly and effectively in an emergency

(c) Administering First Aid to a casualty who is unconscious (including seizure)

(d) Administering cardiopulmonary resuscitation

(e) Administering First Aid to a casualty who is wounded and bleeding

(f) Administering First Aid to a casualty who is choking

(g) Administering First Aid to a casualty who is suffering from shock

(h) Providing appropriate First Aid for minor injuries

And

2.0 Administer First Aid to a casualty with:

- Injuries to bones, muscles and joints including suspected spinal injuries
- Chest injuries
- Burns and scalds
- Eye injuries
- Anaphylactic shock
- Sudden poisoning

And

3.0 Recognize the presence of major illness and provide appropriate First Aid
APPENDIX 2.0

One Day Emergency First Aid Course (EFAW)

On completion of this course, the First Aider (WFAW) is issued with a certificate which is valid for three years from the date of issue.

This training allows the First Aider to:

(a) Understand the role of the First Aider including reference to:
   i. The importance of preventing cross-infection
   ii. The need for recording incidents and actions
   iii. Use of available equipment

(b) Assessing the situation and circumstances in order to act safely promptly and effectively in an emergency

(c) Administering First Aid to a casualty who is unconscious (including seizure)

(d) Administering cardiopulmonary resuscitation

(e) Administering First Aid to a casualty who is wounded and bleeding

(f) Administering First Aid to a casualty who is choking

(g) Administering First Aid to a casualty who is suffering from shock

(h) Providing appropriate First Aid for minor injuries
APPENDIX 3.0

Checklist for Assessment of First-Aid Needs

This checklist can be used to assist you in determining the number of FAW and EFAW required in your area of responsibility.

<table>
<thead>
<tr>
<th>Factors to Consider</th>
<th>Space for Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does your workplace have low-level risks such as those that might be found in offices?</td>
<td></td>
</tr>
<tr>
<td>2. What are the risks of injury and ill-health arising from the work as identified in your risk assessments?</td>
<td></td>
</tr>
<tr>
<td>3. Are there any specific risks, e.g. working with:</td>
<td></td>
</tr>
<tr>
<td>- hazardous substances;</td>
<td></td>
</tr>
<tr>
<td>- dangerous tools;</td>
<td></td>
</tr>
<tr>
<td>- dangerous machinery;</td>
<td></td>
</tr>
<tr>
<td>- dangerous loads or animals</td>
<td></td>
</tr>
<tr>
<td>- confined spaces</td>
<td></td>
</tr>
<tr>
<td>4. Are there parts of your establishment where different levels of risk can be identified?</td>
<td></td>
</tr>
<tr>
<td>5. How many people are employed on site in your area of responsibility?</td>
<td></td>
</tr>
<tr>
<td>6. Are the premises spread out e.g. are there several buildings on the site or multi-floor buildings?</td>
<td></td>
</tr>
<tr>
<td>7. Are there inexperienced workers on site, or employees with disabilities or particular health problems?</td>
<td></td>
</tr>
<tr>
<td>8. Is there shift work or out of hours working?</td>
<td></td>
</tr>
<tr>
<td>Factors to consider</td>
<td>Space for Notes</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>9. Is your workplace remote from emergency medical services?</td>
<td></td>
</tr>
<tr>
<td>10. Do you have employees who travel a lot, work remotely or work alone?</td>
<td></td>
</tr>
<tr>
<td>11. Do any of your employees work at sites occupied by other employers? (Shared or multi-occupied sites) If 'yes' liaise with the other Managers and ensure joint approach is taken</td>
<td></td>
</tr>
<tr>
<td>12. Do members of the public visit your premises?</td>
<td></td>
</tr>
<tr>
<td>13. Do you have employees with reading or language difficulties?</td>
<td></td>
</tr>
<tr>
<td>14. What is your record of adverse incidents and ill health? What type are they and where did they happen?</td>
<td></td>
</tr>
<tr>
<td>15. Do you have sufficient provision to cover absences of first-aiders or appointed persons?</td>
<td></td>
</tr>
<tr>
<td>16. Are you under RQIA Regulated Care Services</td>
<td>If 'yes', all residential Care staff should complete EFAW all Day Care Staff should complete EFAW</td>
</tr>
</tbody>
</table>

Signature of Manager ____________________________________________

Name of Manager ____________________________________________

BLOCK CAPITALS PLEASE

Date _______________________________

Once completed, please retain this as evidence of compliance with legislation.
**APPENDIX 4.0**

Suggested numbers of first-aid personnel to be available at all times people are at work

<table>
<thead>
<tr>
<th>1. From your risk assessment, what degree of hazard is associated with your work activities?</th>
<th>2. How many employees do you have?</th>
<th>3. How many first aid personnel do you need?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lower Hazard</strong> e.g. offices, clinics, ward.</td>
<td>1 – 50</td>
<td>At least one first-aider trained in EFAW¹</td>
</tr>
<tr>
<td></td>
<td>More than 50</td>
<td>At least one first-aider trained in FAW² for every 100 employed (or part thereof)</td>
</tr>
<tr>
<td><strong>Higher Hazard</strong> e.g. extensive work with hazardous machinery or sharp instruments. Examples include laundry, catering.</td>
<td>1-50</td>
<td>At least one first-aider trained in EFAW of FAW depending on the type of injuries that might occur</td>
</tr>
<tr>
<td></td>
<td>More than 50</td>
<td>At least one first-aider trained in FAW for every 50 employed (or part thereof)</td>
</tr>
<tr>
<td><strong>Residential and Day Care Setting</strong></td>
<td>Not applicable</td>
<td>All residential and day care staff trained in EFAW¹ in accordance with requirements of RQIA</td>
</tr>
</tbody>
</table>

4. What injuries and illnesses have previously occurred in your workplace?
   - Ensure any injuries and illnesses that might occur can be dealt with by the first-aid personnel you provide
   - Where first-aiders are shown to be unnecessary, there is still a possibility of an incident or sudden illness, so you may wish to consider providing qualified first-aiders

5. Have you taken account of the factors listed that may affect your first aid provision?
   - Inexperienced workers or employees with disabilities or particular health problems
   - Employees who travel a lot, work remotely or work alone
   - Employees who work shifts or out of hours
   - Premises spread out across buildings/floors
   - Workplace remote from emergency medical services
   - Employees working at sites occupied by other employers
   - Planned and unplanned absences of first-aiders/appointed persons
   - Members of the public who visit the workplace or others on site

¹ EFAW – Emergency First Aid at Work
² FAW – First Aid at Work
APPENDIX 5.0

First-Aid Containers Suggested Contents

All First Aid containers must display a white cross on a green background and should contain the following:

- A leaflet giving general guidance on First Aid e.g. HSE leaflet Basic advice on First Aid at Work.
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type (blue) for food handlers)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium sized (approximately 12cmx12cm) individually wrapped sterile unmedicated wound dressings.
- Two large (approximately 18cmx18cm), sterile individually wrapped unmedicated wound dressings.
- One pair of disposable gloves (non-latex or powder-free, low protein latex).

Medicines, tablets or creams should not be kept in the first-aid container.

The contents of the First-Aid containers should be examined frequently and restocked soon after use. Sufficient supplies should be held in stock on site. Care should be taken to dispose of items safely once they reach their expiry date.
First Aid

Your first aiders are:

The nearest first aid box is situated: