



## 1. INTRODUCTION

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Helping recovery through reassurance and protection from further danger.

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## 2. AIMS AND OBJECTIVES

To implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

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## 3. THE ARRANGEMENTS FOR APPLYING THE POLICY

### 3.1 First Aid Provision

There must be adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to employees and non-employees if they become injured or ill.

### 3.2 Specialist First Aid Training

**A First Aider (FAW)** is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. (See section on training for more details). Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

**An Emergency First Aider (EFAW)** is someone who has undergone an approved Emergency First Aid at Work training course (of minimum one-day duration) and who holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where the majority of people that may need first aid are members of the public and not employees. Their role involves:

- undertaking basic emergency first aid in accordance with their training,
- summoning the assistance of a First Aider where available,
- summoning an ambulance or other medical services
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered

### 3.3 First-Aid Materials and Equipment

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

The Academy should have a sufficient number of first aid boxes supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit, in accordance with the latest guidance provided by the HSE. All first aid boxes must be identified by a white cross on a green background. First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

The current policy is to provide a fully stocked first aid box to each First Aider. First Aiders, Emergency First Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient back up supplies are stored in Reception. Care should be taken to discard items safely after the expiry date has passed.

### 3.4 First Aid Arrangements

The Business Manager is responsible for undertaking first aid assessments and these include ensuring that:

- there are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use;
- there is adequate provision of first aid equipment which is stored in suitable containers;
- sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly. An example of a suitable first aid notice that is coloured green/white is attached as Appendix 3;
- adequate access to a telephone is always available to call emergency services when required;
- where the workplace is shared/multi occupied, co-ordinate first aid arrangements with the other occupiers and ensure information is shared as necessary;
- Managers inform employees of the local first aid arrangements at induction and whenever changes are made;
- staff are made aware of the location of first aid equipment/facilities and personnel;
- A suitable first aid room is available when the need is identified;
- visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- records are maintained of:
  - checking of first aid boxes;
  - all first aid administered must be recorded in the Record of First Aid Treatment HSF 26 kept with the first aid box or on the accident form. (Refer to HR52 for detailed advice on accident recording and reporting)

Managers are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

### 3.5 Liability

The Academy has joined the Department for Education (DfE) Risk Protection Arrangement which will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with

current good practice, the DfE and the Academy will support the actions of its employees in the event of a legal case relating to first aid treatment.

### **3.6 Infection Control – see separate policy**

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in the clinical waste bin. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

Further advice on infection control is available in the Infection Control Policy and via Strategic Health and Safety Service.

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## **4. LEGISLATIVE FRAMEWORK**

- a. The Health and Safety at Work Act
  - b. The Management of Health and Safety at Work Regulations
  - c. The Health and Safety (First Aid) Regulations
  - d. HSE Approved Code of Practice & Guidance L74 – First Aid at Work
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## **5. FURTHER ADVICE AND INFORMATION**

This policy document is for general guidance only. If you need any further assistance on the interpretation or practical application of this policy, please contact the Business Director.

Further background information on this topic is available on the following Website:  
[www.hse.gov.uk](http://www.hse.gov.uk)

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