



First Aid at Work Policy

Version 6.0

1.0 Purpose:

This corporate topic-based health and safety policy details the specific responsibilities for the provision of first aid at work within Warwickshire County Council (WCC). This Policy therefore does not duplicate the general health and safety requirements as stated within the corporate WCC health and safety policy. To access this policy please refer to the health and safety intranet or school document library (refer to section 9 for details).

2.0 Objective:

The objective of this Policy is to set WCC standards for first aid at work and thus enable all health, safety and wellbeing issues relating to the provision of first aid to be adequately identified, managed and controlled as first aid can save lives and prevent minor injuries becoming major ones.

3.0 Warwickshire County Council Commitments:

- To reduce, as far as reasonably practicable, the effects of injury or illness suffered at work, whether caused by the work itself or not.
- To provide adequate and appropriate first-aid equipment, facilities and competent people:
 - to give immediate assistance to employees or others with injuries or illness;
 - to summon an ambulance or other professional help;
- To assess first aid needs and consider non-employees (such as, customers, pupils) who could be affected as part of our activities in addition to our employees to meet our duty of care;
- To comply with the Health and Safety (First Aid) Regulations, and the Management of Health and Safety at Work Regulations and all other relevant statutory requirements, and where reasonably practicable best practice guidance

3.0 Scope

The Policy is applicable to all areas and activities of Warwickshire County Council.

5.0 Definitions

The key terms used within this Policy are outlined below:

5.1 First aid at work – is the application of treatment for the purpose of preserving life and minimising the consequences of injury and illness, until medical help/ treatment is obtained, where necessary.

5.2 First Aid Needs Assessment – is an assessment undertaken by managers to identify what first aid provision is required. It has to be identified by an assessment of needs because the provision is dependent on the circumstances within that workplace/ premise and the activities undertaken (see section 7).

5.3 Appointed Person – is someone who takes charge of first-aid arrangements. This includes looking after first aid equipment and facilities; and calling the emergency services when required. Refer also to Section 6.4.

5.4 Emergency First Aider – A person holding a valid certificate in 'Emergency First Aid at Work' (EFAW). (Refer to Section 6.3).

5.5 First Aider - A person holding a valid certificate in 'First Aid at Work' (FAW). The FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness. (Refer to Section 6.2).

5.6 Paediatric First Aider – under the Early Years Statutory Framework foundation stage classes in nursery, infant and primary schools must have at least one person with a current paediatric first aid certificate on the premises at all times when children are present. They must also accompany children on any off site visits/trips. Refer to Section 6.4.

5.7 Community First Aid – there are courses available of 2-4 hours duration for which a certificate is issued, valid for 3 years. This training may be appropriate for employees who care/support customers in the community.

5.8 Site Responsible Person - is the person with the overall day-to-day responsibility for health and safety on that premise/site. This person may be the Premise Representative or Facilities Support Manager for Facilities Management (FM) centralised properties, or the manager at non-FM centralised properties, or Head teacher at a school.

5.9 Premise Representative – this relates to those employees with the overall day-to-day responsibility for the site (see 5.8) and this term is associated with Facilities Management Centralised Properties.

6.0 Roles and responsibilities for first aid at work

The arrangement section of this Policy provides more detail on how these roles and responsibilities can be implemented.

6.1 Managers (Head teachers, line managers, supervisors etc...) and Site Responsible Persons must ensure that:

- A first-aid needs assessment is undertaken (see Section 7.1) for each service area/team, school or specific work activity (review annually or sooner where appropriate). The WCC template should be used and the identified provision implemented.
- First aid arrangements are adequate and appropriate in the circumstances. This means that enough suitably trained staff are available to:
 - Give immediate help to casualties with injuries or illness that may occur at work; and
 - Call emergency services to summon an ambulance or for other professional help.
- Sufficient suitable persons are available to provide first aid cover (i.e. if a first aid needs assessment indicates that first aiders are required, then they should be readily available whenever the need arises, for example, first aid can be provided without it compromising their immediate role (e.g. direct supervision of young people); first aid cover is in place for first aiders annual leave; and cover is in place for out of hours activities);
- First aiders and Emergency First Aiders receive appropriate training to carry out their duties (see section 7.4);
- First aiders hold a current and appropriate First Aid at Work certificate and re-qualify as necessary;
- Employees are informed about the first aid arrangements for their place of work on day one as part of their induction (this will include the location of equipment and personnel);
- At least one first aid notice is displayed in a prominent place, to inform employees and visitors of the first aid arrangements (a WCC template is available – see Section 9 for details. If you are in an FM centralised property refer to section 6.1.1);
- The first aid box is being checked regularly by first aiders and it contains the required content; and
- First-aid rooms are only provided where the first aid needs assessment determines one necessary. For schools, there must be a suitable room that can be used for medical treatment when required. Refer to section 7.3.4.

6.1.1 Site Responsible Person, in addition to 6.1, must:

- Act as a co-ordinator for building users to ensure the first aid needs assessment is considered as a building requirement rather than on an individual team basis for large shared office buildings (that are low risk workplaces, for example, consider this for Shire Hall and other similar buildings) and agree common first aid arrangements.

- Ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements (this should be undertaken as part of the signing-in procedure).

6.2 First Aider must:

- Attend 3-day First Aid at Work training (FAW) and 2-day requalification training prior to the 3 year expiry date (refer to 7.2)
- Attend/undertake an annual refresher where an assessment deems this necessary (see section 7.2.1 for the assessment criteria).
- In accordance with the training, treat any minor injuries, preserve life in an emergency and prevent an injury from becoming worse.
- Call the emergency services to summon an ambulance or other professional help when necessary.
- Be responsible for and restock the first aid box within their area as required.
- Record first-aid treatment on the WCC Accident Reporting database or hardcopy form for treatment given as a result of a workplace accident/incident/ill health.
- Complete the WCC treatment form (see Section 9) for any treatment that was given for injuries and ill health that was not as a result of the work activity.

6.3 Emergency First Aiders must:

- Attend the 1-day Emergency First Aid at Work (EFAW) training (refer to Section 7.2).
- Attend/undertake an annual refresher where an assessment deems this necessary (see section 7.2.1 for the assessment criteria).
- Take charge of the first-aid arrangements.
- Be responsible for and restock the first aid box within their area as required.
- Call the emergency services to summon an ambulance or other professional help when necessary.
- Provide emergency first aid in accordance with the training received.

6.4 Paediatric First Aider must:

- Attend a Paediatric First Aid training course of a minimum duration of 12 hours (refer to Appendix 3).
- Have one of the words 'paediatric', 'children' or 'child' on their certificate.
- In accordance with the training, treat any minor injuries, preserve life in an emergency and prevent an injury from becoming worse.
- Call the emergency services to summon an ambulance or other professional help when necessary.
- Be responsible for the first aid box and ensure it is appropriately stocked with the required content to meet the needs of children.
- Record first-aid treatment on the WCC Accident Reporting database or hardcopy WCC Accident form for treatment given as a result of a workplace accident/incident/ill health.
- Complete the WCC treatment form (see Section 9) for any treatment that was given for injuries and ill health that was not as a result of the work activity.

- Inform parents of any accidents or injuries sustained by the child whilst in the care of the school/centre and of any first aid treatment that was given.

6.5 Appointed Person must:

- Take charge of first aid arrangements which includes looking after the equipment and facilities
- Call the emergency services to summon an ambulance or other professional help when necessary
- Not give first aid as they are not trained first aiders

6.6 Employees who care/support customers in the community must:

- Attend the 2-4 hour duration Community First Aid course (refer to Section 7.2)

6.7 Employees will:

- Make themselves aware of the first aid provision within their normal place of work and seek first aid as necessary.
- Not provide first aid treatment at work unless trained to do so in accordance with this Policy (if first aid is a requirement of an employees job description, then appropriate training must be provided by the manager/Head Teacher).

6.8 Health, Safety and Wellbeing Service will:

- Select and provide first aid training as part of the corporate learning and development offering. Training providers will satisfy the criteria set by the HSE for competency.

7 Organisational Arrangements

7.1 First Aid Needs Assessment

The first aid needs assessment depends on the circumstances of each workplace, premise or work activity. Managers need to assess what equipment, facilities and personnel are appropriate. To assess first aid needs utilise the WCC's first aid needs assessment guidelines and record sheet.

To ensure the assessment is proportionate to the risk(s) it should be completed as follows:

- If teams/services are located within a large shared office building (with low risk activities), the assessment should be considered as a building requirement rather than for each individual team (for example, Shire Hall). This will be done by the Premise Representative. However, any high risk activities they undertake within their own teams additional measures may be required.
- Those who work away from the main premise (such as, mobile workers, workers working in isolated areas).

- The needs of the people to whom they may need to provide first aid (such as members of the public if they visit your premise, and work experience trainees). If this includes children the training in paediatric first aid should be considered.

7.2 Training and competency

The training required by the trained personnel as outlined in Section 6 are available through the corporate learning and development menu (WILMa). The Health, Safety and Wellbeing Service will ensure that providers on the menu are competent to deliver the training in accordance with the regulations and HSE criteria. If managers/Head teachers chose to purchase this training directly from a provider who is not on the corporate learning and development menu to deliver first aid, then they are responsible for complying with the HSE Guide GEIS3 'Selecting a first-aid training provider – A guide for employers'. This is available on the following link: <http://www.hse.gov.uk/pubns/geis3.htm>. For paediatric first-aid refer to the guidance set out in the 'Practice Guidance for the Early Years Foundation Stage'. The course content for all courses is listed at Appendix 1.

All of the following courses are available on WILMa (www.warwickshire.learningpool.com).

- Emergency First Aid at Work
- First Aid at Work
- First Aid at Work Annual Refresher
- First Aid at Work re-qualification
- Paediatric First Aid
- Appointed Person
- Community First Aid

Schools should review the training section of the School Document library on the internet (see Section 9), or

Any queries please email healthandsafety@warwickshire.gov.uk or telephone 01926 476803.

7.2.1 Annual Refresher

Nationally annual refresher training is not mandatory for FAW/EFAW certified first aiders. A refresher will however help qualified first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures. For this reason, in WCC annual refreshers will **only** be required for those FAW/EFAW certificated employees who are first aiders working in 'medium – high hazard/risk environments' (as identified on the first aid needs assessment).

An annual refresher will **not** be required for FAW/EFAW certificated first aiders who are:

- office based, or
- work in low hazard/risk environments.

7.3 First aid equipment

7.3.1 First aid box

The minimum level of first aid equipment is a suitably stocked and properly identified first aid box. Each work site should provide at least one first-aid box supplied with a sufficient quantity of first aid materials suitable for the particular circumstances.

All first-aid boxes must be checked regularly and restocked as soon as possible after use. This is the responsibility of the First Aider or Emergency First Aider.

Depending on the findings of the first aid needs assessment, more than one box may be required on large sites, and the size of the box may differ. The boxes should be easily accessible and preferably placed near to hand washing facilities. The boxes should be identified by a white cross on a green background.

There is no mandatory list of what should be stocked. The first aid stock is determined by the findings of the first aid needs assessment. However, as a minimum (for low hazard work activities) the box might include:

- a leaflet giving general guidance on first aid (for example, 'Basic Advice on First Aid at Work' from the HSE – refer to Section 9);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (for example, food handlers will need ones that can be easily seen; and hypoallergenic plasters can be provided, if necessary);
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages, preferably sterile;
- 6 safety pins;
- mouth guard;
- 2 large sterile individually wrapped unmedicated wound dressings;
- 6 medium-sized individually wrapped unmedicated wound dressings; and
- a pair of disposable (non-latex) gloves.

A travelling first aid box will include:

- a leaflet giving general guidance on first aid (for example, 'Basic Advice on First Aid at Work' from the HSE – refer to Section 9);
- 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- 2 triangular bandages
- 2 safety pins;
- mouth guard;
- 1 large sterile unmedicated dressings;
- Individually wrapped moist cleansing wipes; and
- a pair of disposable (non-latex) gloves.

7.3.2 Tablets and medication

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with current medical advice and currently accepted first aid practice.

Advice and guidance on the administration of medication in schools can be found in the Schools Health Directory or by contacting the PCT School Health Team.

7.3.3 Automated external defibrillators (AED)

An AED is a machine used to give an electric shock when a person is in cardiac arrest, i.e. when the heart stops beating normally. Cardiac arrest can affect people of any age and without warning. Early intervention such as cardiopulmonary resuscitation (CPR) and defibrillation (where appropriate) can help save a person's life.

There is no specific legal requirement for employers to purchase/ provide AED's in the workplace or to buildings/sites open to the public. Therefore, in general, AED's will not be used within WCC premises unless the manager/Site Responsible Person has undertaken a first aid needs assessment which has identified that one is required. For example, in consideration of the size and scale of the workplace, and the distance from the nearest emergency services. If the decision is made to provide an AED, the manager/Site Responsible Person is responsible for ensuring robust arrangements are in place for its installation, use and maintenance. This will include providing specific specialised training (including refreshers) to staff who will use the AED and ensuring a programme is in place for the maintenance of the AED by an approved authorised engineer (in accordance with the manufacturer instructions). If managers require further advice and guidance on the assessment process, contact your Group Senior Health and Safety Advisor.

Specific guidance for schools has been issued from the Department for Education and can be accessed via this link: <https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

Changes to Resuscitation Council UK [guidelines](#) on cardiopulmonary resuscitation (CPR) has meant that the HSE has revised the Emergency First Aid (EFAW) and First Aid at Work (FAW) syllabuses. This change means that there will be a requirement for all workplace first aiders to be trained in the use of an AED as part of the first aid training from the 31 December 2016. Training in the use of AED's is therefore currently part of the WCC EFAW and FAW courses.

7.3.4 First aid room

First aid rooms will not be required in WCC premises unless they undertake high hazard activities (for example, construction sites, and larger premises at a distance from medical services).

School Premises Regulations require every school to have a suitable room that can be used for medical examination and treatment, for short term care of sick and injured pupils when required, and for the care of the pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but should be appropriate for that purpose and readily available for use when needed.

8.0 Equality and Accessibility Information

- If this information is difficult to understand, the Health, Safety and Wellbeing Service can provide it in another format, for example Braille, in large print, on audiotape or another language.
- A full Equality Impact Assessment has been undertaken for this Policy.

9.0 Contact Information

All health, safety and wellbeing information and supporting documentation for this Policy is available on the intranet. Go to Intranet > HR > Health, Safety and Wellbeing

For Schools, refer to the health and safety document library on www.warwickshire.gov.uk/SchoolHSdocs

Alternatively you can contact the Health, Safety and Wellbeing Service on healthandsafety@warwickshire.gov.uk or call 01926 476803.

Appendix 1: First Aid Training Syllabus Requirements

Appointed Person

To fulfil their role, appointed persons do not need first-aid training, though emergency first-aid training courses are available. Therefore it is important to remember that appointed persons are not first-aiders and should not attempt to give first aid for which they have not been trained. Given this and the remaining possibility of an accident or sudden illness, rather than providing appointed persons, employers may wish to consider providing qualified first-aiders.

First Aid at Work (FAW) training

On completion of training, successful candidates should have satisfactorily demonstrated competence in all of the subject areas listed under EFAW training and also to be able to:

- administer first aid to a casualty with:
 - injuries to bones, muscles and joints, including suspected spinal injuries;
 - chest injuries;
 - burns and scalds;
 - eye injuries;
 - sudden poisoning;
 - anaphylactic shock;
- recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

Emergency First Aid at Work (EFAW) training

On completion of training, successful candidates should be able to:

- understand the role of the first-aiders including reference to:
 - (i) the importance of preventing cross-infection;
 - (ii) the need for recording incidents and actions;
 - (iii) use of available equipment;
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- administer first aid to a casualty who is unconscious (including seizure);
- administer cardiopulmonary resuscitation;
- administer first aid to a casualty who is choking;
- administer first aid to a casualty who is wounded and bleeding;
- administer first aid to a casualty who is suffering from shock;
- provide appropriate first aid for minor injuries.

Annual refresher

Candidates should demonstrate their competence to:

- (a) assess the situation in an emergency;
- (b) administer first aid to a casualty who is unconscious (including seizure);
- (c) administer cardiopulmonary resuscitation;
- (d) administer first aid to a casualty who is wounded and bleeding;
- (e) administer first aid to a casualty who is suffering from shock.

Date of Issue :	August 2013	Next Review :	August 2016	Last Review :	2011
Last Reviewed by	Health, Safety and Wellbeing Service			Date EIA Undertaken	February 2012
Policy Owner	Ruth Wilkinson, Corporate Health, Safety and Wellbeing Manager			Page 10 of 11	
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Criteria for effective Paediatric First Aid training

The training must follow the criteria within the current version of the 'Practice Guidance for the Early Years Foundation Stage'. The training should also take account of any guidance on first aid for schools issued by the DfE, and guidance on standard first aid at work training requirements issued by the HSE.