



FIRST AID POLICY

South Central Ambulance Service NHS Foundation Trust
Unit 7 & 8, Talisman Business Centre, Talisman Road,
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DOCUMENT INFORMATION

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Ratifying committee/group: Health, Safety and Risk Group.

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1. Introduction

- 1.1 The South Central Ambulance Service NHS Foundation Trust recognises its duty to comply with the Health and Safety at Work Act (HSWA) 1974 and all subordinate regulations such as the First Aid at Work Regulations 1981 (Amended 2013); and in particular the duty to provide a safe workplace for staff to provide healthcare. Therefore, the Trust is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all of its employees and this includes having arrangements in place to provide first aid to injured staff, work experience students and any contractors, visitors and members of the public (other than designated patients) who either visit Trust premises and require first aid or who are affected by the activities of the Trust and require first aid. Designated patients will be provided with health care treatment as a matter of course.
- 1.2 In accordance with the Management of Health, Safety and Welfare Regulations 1992 (Amended 1999) and the First Aid at Work Regulations 1981 (Amended 2013), the Trust will also carry out suitable and sufficient risk assessments on the provision of first aid within the Trust.

2. Scope

- 2.1 This policy applies to all who work for or carry out work on behalf of the Trust, including volunteers, work experience students and contractors. Moreover, the provision of first aid is not limited to providing it to these personnel, it can also be provided to any contractors, visitors and members of the public (other than designated patients) who either visit Trust premises and require first aid or who are affected by the activities of the Trust and require first aid. Designated patients will be provided with health care treatment as a matter of course.

3. Equality statement

- 3.1 The Trust is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marriage and civil partnership, disability, race, gender, religion/belief, sexual orientation, gender reassignment and pregnancy/maternity or any other basis not justified by law or relevant to the requirements of the post. The Trust will therefore take every possible step to ensure that this procedure is applied fairly to all employees.
- 3.2 The Trust values differences between members of the communities we serve and within its existing workforce, and actively seeks to benefit from their differing skills, knowledge, and experiences to ensure equality of opportunity and diversity and remove any barriers that could potentially discriminate. Employees exercising their rights and entitlements under these regulations will suffer no detriment as a result. The Trust is entrusted to promoting equality and diversity best practice both within the workforce and in any other area where it has influence.
- 3.3 The Trust is committed to ensuring equality of opportunity and the absence of unfair discrimination is provided for all employees and stakeholders in line with the Equality Act 2010. We aim to demonstrate this equality of opportunity by removing barriers for example, an employee has difficulty in reading or writing, or where English is not their first language, additional support will be put in place wherever necessary to ensure that the process to be followed is understood and that the employee is not disadvantaged at any stage in the procedure.

3.4 We seek to demonstrate our commitment to providing equality of opportunity by:

- Ensuring that everyone is treated fairly and with respect.
- Making sure that our workspaces are safe, secure and stimulating place for everyone.
- Recognising that people have different needs and understanding that treating people equally does not always involve treating them all exactly the same.
- Recognising that some employees need extra support to help them make progress and be successful.
- Aiming to make sure that no-one experiences harassment, less favourable treatment or discrimination because of:
 - Age
 - Disability
 - Race
 - Gender
 - Gender re-assignment
 - Religion and belief
 - Sexual orientation
 - Marriage and civil partnership
 - Being pregnant or having recently had a baby.

4. Aim

4.1 The aim of this policy is to set out the arrangements for the identification, assessment, provision and management of first aid within and on behalf of the Trust.

4.2 The objectives are to ensure that the Trust has clear and detailed arrangements for:

- the identification of the requirements for the provision of first aid within and on behalf of the Trust.
- the carrying out of suitable and sufficient risk assessments for the identification and provision of first aid.

5. Roles and responsibilities

5.1 Trust Board

5.1.1 The Trust Board will ensure that there are suitable and sufficient arrangements and adequate resources for the identification, assessment and management of the provision of first aid within the Trust.

5.2 Chief Executive

5.2.1 The Chief Executive has overall responsibility for:

- the effective implementation of this policy within the Trust and for ensuring that there are suitable and sufficient arrangements for the identification, assessment and management of the provision of first aid within the Trust.
- ensuring the allocation of sufficient resources to maintain efficient and effective health and safety arrangements for providing, so far as is reasonably practicable, first aid.

- ensuring that policies are reviewed to secure compliance with existing legislation and any changes to this legislation.

5.3 Executive Directors

5.3.1 Executive Directors are responsible for the effective implementation of this policy within their directorates and for ensuring that there are adequate resources available to fulfil the requirements of this policy.

5.4 Executive Director of Patient Care and Service Transformation/Chief Nurse

5.4.1 The Executive Director of Patient Care and Service Transformation/Chief Nurse is directly accountable to the Chief Executive and will advise and assist the Trust Board in fulfilling its duties under the relevant statutory legislation. In particular, the Executive Director of Patient Care and Service Transformation is responsible for:

- ensuring that workplace health, safety and welfare procedures are constantly reviewed, including those for the management of the provision of first aid
- ensuring that there are arrangements for liaising with the Health and Safety Executive (HSE)
- ensuring that the Trust Board are kept abreast of relevant new legislation and guidance in order to ensure on-going compliance with the law.

5.5 Managers and Supervisors

5.5.1 All Managers and Supervisors are responsible for:

- attending any training to enable them to fulfil their responsibilities outlined in this policy
- bringing this policy to the attention of staff within their area of responsibility
- ensuring that all staff within their area or responsibility comply with this First Aid Policy and any associated protocols and procedures
- encouraging all staff within their area of responsibility to report all incidents which involve the provision of first aid to anyone other than a designated patient, receiving medical treatment and/or defects in the Trust's arrangements for the provision of first aid, using the Trust's Incident reporting system, Datix
- carrying out or assisting with the carrying out of any risk assessments on the provision and management of first aid
- ensuring that the significant findings of these assessments are communicated to staff within their area of responsibility.
- ensuring that any measures identified by the risk assessment which they have control over are put into place
- ensuring, so far as is reasonably practicable, that all identified controls and further controls identified by the assessment and any subsequent reviews are put into place and communicated to staff
- ensuring that adequate facilities for first aid are provided within their areas of responsibility; and ensuring that any first aid kits within their premises are fully stocked
- ensuring that local procedures and protocols are developed as required to provide first aid within their areas of responsibility
- communicating these local procedures and protocols to all staff within their areas of responsibility

- where necessary, referring any staff to Occupational Health for assessment.

5.6 All staff

5.6.1 All staff have the following responsibilities:

- to make themselves fully aware of the policy and to abide by it
- to follow the Trust's and their site's specific procedures and protocols regarding the provision of first aid
- to comply with any information, instruction and training provided for them to enable them to carry out their work safely and avoid any incidents where they require first aid
- to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- to co-operate with the Trust in relation to the completion of any risk assessment on the provision of first aid
- to report any incidents where they have required first aid at work using the Trust's Incident reporting system, Datix
- to report any defects in the Trust's arrangements for the provision of first aid at work using the Trust's Incident reporting system, Datix
- to adhere to any safety measures put in place to ensure their safety, including any safe systems of work or safe operating procedures
- to attend the Occupational Health department, if referred by their manager.

5.7 Head of Risk and Security and the Health, Safety and Security Officer

5.7.1 The Head of Risk and Security and the Health, Safety and Security Officer will work with local managers to carry out suitable and sufficient risk assessments on the provision of first aid within the Trust . This includes assisting the Manager of the South Central Fleet Services Ltd.

6. Definitions

6.1 'First aid' is defined as: "The provision of treatment for the preservation of life and minimising the consequences of injury and illness until medical help is obtained, and the treatment of minor injuries which would otherwise receive no treatment, or which does not require professional medical treatment."

6.2 In the First Aid at Work Regulations 1981 (Amended 2013), 'first aid' means:

- (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

7. Arrangements for carrying out suitable and sufficient first aid risk assessments

7.1 The Head of Risk and Security and the Health, Safety and Security Officer will work with local managers to carry out suitable and sufficient risk assessments to identify

the requirements of first aid in each Trust premises.

7.2 When carrying out these suitable and sufficient first aid risk assessments, the following will be considered:

- The nature of the work and the workplace hazards and risk
- The nature of the workforce and the distribution of the workforce
- The size of the organisation
- The organisation's history of accidents/incidents
- The needs of travelling, remote and lone workers
- Work patterns
- The remoteness of the site from emergency medical services
- Employees working on shared or multi-occupied sites
- Annual leave and other absences of first aiders and appointed persons
- First aid provision for non-employees.

8. Arrangements for the provision of first aid

8.1 Provision of first aid kits/containers/notices

8.1.1 A designated first aid kit/container will be provided at each of the Trust's premises and at each of the South Central Fleet Services premises. The designated First Aiders, Managers and Health and Safety Champions will be responsible for undertaking regular checks to ensure that first aid boxes on stations and departments are fully stocked and for replenishing items as required.

8.1.2 A first aid kit/container will be held on each of the Patient Transport Service vehicles. A first aid kit as per 8.2.3 will be located on Trust vehicles that are used by the Clinical Logistics Unit and the Operational Support Desk. However, Trust Ambulances, Rapid response vehicles and the vehicles of Community First Responder will not be issued with a designated first aid kit because the said vehicles all carry sufficient first aid materials over and above what would be in a first aid kit.

8.1.3 Each Trust premises will have a first aid kit and a notice displayed containing the name and location of the designated first aiders.

8.2 Content of first aid kits/containers

8.2.1 There is no mandatory list of items to be included in a first aid kit/container or a first aid for employees who travel as part of their employment. However, what should be included should be identified and influenced by the first aid needs risk assessment.

8.2.2 A first aid kit/container may contain the following (suggested contents):

- A leaflet containing general guidance on first aid (for example, HSE's Basic advice on first aid at work)
- Individually wrapped sterile plasters (assorted sizes – hypoallergenic plasters can be provided if necessary), appropriate to the type of work
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Large sterile individually wrapped un-medicated wound dressings

- Medium-sized sterile individually wrapped un-medicated wound dressings
- Disposable gloves
- Safety pins.

8.2.3 A first aid kit/container for employees who are travelling as part of their employment may contain (suggested contents):

- A leaflet giving general advice on first aid (for example, the HSE's leaflet Basic advice on first aid at work)
- Individually wrapped sterile plasters (if necessary, hypoallergenic plasters can be provided)
- Individual wrapped triangular bandages, preferably sterile
- Large sterile un-medicated dressing
- Individually wrapped ,moist cleansing wipes
- Disposable gloves
- Safety pins.

8.3 Provision of first aiders or appointed persons

8.3.1 The Trust will carry out a risk assessment on each of its premises to identify whether or not it has suitable first aid provision, including whether or not a designated first aider or an appointed person is required. However, due to the nature of the Trust's business, most Trust premises will have access to a qualified ambulance person or a trained first aider. Where this is not the case, a member of staff within the premises or department will be provided with training to become either a first aider or an appointed person depending on the findings of the risk assessment.

8.3.2 The Trust is an approved provider of First Aid at Work training. This training will be made available to any member of staff who wishes to undertake this training subject to the approval of their manager and the first aid requirements in their area.

8.3.3 In the event of an injury or illness occurring within any department where a first aider or an appointed person is not present, a message should be put out requesting "first aid assistance". The nearest first aider or qualified ambulance staff will respond to the incident. All responses by qualified ambulance staff should be logged as a 'running call' and the appropriate paperwork completed. In addition to this, the matter should be reported on the Trust's Incident reporting system, Datix.

8.4 Provision of first aid

8.4.1 The First Aid at Work Regulations places a duty on the Trust to make first aid provision for its employees, however, the Trust will make treatment available to anyone, in addition to Trust staff, who becomes ill or injured such as work experience students, visitors, contractors and members of the public etc., who are either on a Trust premises or within the vicinity of a Trust premises or vehicle and/or who request assistance from Trust personnel, and/or who are adversely affected by the activities of Trust personnel and require first aid treatment. Designated patients will be provided with health care treatment as a matter of course.

8.5 Recording first aid incidents

8.5.1 Whenever any of the designated first aiders provide first aid on one of the Trust premises or whilst carrying out first aid to anyone other than a designated patient

receiving medical treatment, they should record this by using the Trust's Incident reporting system, Datix. Similarly, if any clinicians provide first aid to anyone other than a designated patient receiving medical treatment, this too should be reported on Datix.

8.6 Health Professions who are exempt from holding a first aid qualification

8.6.1 Provided that they can demonstrate current knowledge and skills in first aid, the training and experience of the following qualify them to administer first aid in the workplace without the need to hold a First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) or equivalent qualification:

- Doctors registered with the General Medical Council
- Nurses registered with the Nursing Midwifery Council
- Paramedics registered with the Health Care Professionals Council
- In addition to these and because of their training, Emergency Care Assistants (ECAs), Technicians and Associate Ambulance Practitioners (AAPs) can also provide first aid where required.

8.6.2 However, if an employee has a current first aid qualification other than FAW/EFAW, it may be considered suitable in relation to the role of workplace first aider.

9. Training

9.1 Non-clinical staff who become designated first aiders will be provided with first aid at work training.

9.2 On completion of the first aid at work training, successful candidates will have successfully demonstrated competence in:

- Understanding the role of the first aider; and the importance of preventing cross infection; and the need for recording of incidents and the action taken; the use of available equipment
- Assessing the situation and circumstances in order to be able to act safely, promptly and effectively in an emergency
- Administering cardiopulmonary resuscitation;
- Administering first aid to a casualty who is choking, or wounded and bleeding, or who is suffering from shock
- Providing appropriate first aid for minor injuries (including small cuts, grazes and bruises, burns and scalds, small splinters)
- Recognising the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.
- Administering first aid to a casualty with: Injuries to bones, muscles and joints, including suspected spinal injuries Chest injuries Eye injuries Sudden poisoning Anaphylactic shock.

9.3 The initial First Aid at Work (FAW) training course is three days in duration and the refresher course is two days in duration. If the refresher training is completed after the initial training has expired (for longer than a month) then it is recommended that the refresher training should be three days in duration. This also applies to the Emergency First Aid at Work (EFAW) course.

9.4 Although not mandatory, the Health and Safety Executive (HSE) strongly recommend that first aiders undertake annual refresher training during any three year FAW/EFAW certification period. This is to help first aiders maintain their basic skills and keep abreast of any changes to first aid procedures.

9.5 All first aid training is valid for three years from the date of completion. The Trust will make arrangements to provide first aid training before the certificates expire.

10. Equality and diversity

10.1 An initial screen equality and diversity impact assessment has been carried out on this policy and, as per appendix 3, is available on request.

11. Monitoring

11.1 The effectiveness of this policy will be monitored by the Risk Team who will provide an annual report to the Health, Safety and Risk Group which will include details on:

- a) The number of risk assessments carried out in a financial year to identify the first aid requirements in each Trust premises, including whether or not a designated first aider and/or an appointed person is required, and the actions taken to address the findings of the risk assessment.
- b) The findings of an audit on 10% of the first aid risk assessments completed and/or reviewed in a financial year.

12. Consultation and review

12.1 A consultation exercise on the policy will be carried out with the relevant stakeholders and will be reviewed every three years or sooner if there are any relevant changes to legislation or best practice.

13. Implementation (including raising awareness)

13.1 The policy will be implemented and communicated to managers and staff within the Trust via the weekly newsletter, Staff Matters. Emails will also be sent to senior managers and area managers asking them to bring the existence of the policy to their staff.

14. References

- Health and Safety at Work Etc., Act 1974
- Management of Health and Safety at Work Regulations 1992 (Amended 1999)
- First Aid at Work Regulations 1981 (Amended 2013).

15. Associated documentation

15.1 There are also the following documents associated with this policy:

- Health and Safety Policy and Procedures
- Lone Working Policy
- Incident Reporting Policy
- Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) Policy

- Risk Management Policy
- Risk Management Strategy.

16. Appendix 1: Review Table

16.1 This policy is regularly reviewed and updated with information in line with relevant national guidance and legislation. A full 'Review Table of Contents' is available on request.

17. Appendix 2: Responsibility

17.1 The responsibility for this policy is shared between various Policy Groups, Lead Director/Officers, Working Groups and Committee members.

17.2 A full list of all responsible parties can be made available upon request.

18. Appendix 3: Equality impact assessment - Screening

18.1 An initial screening equality impact assessment has been carried out and has identified that the policy does not have an adverse or detrimental impact on any of the proscribed equality groups as the policy is designed to protect all staff who carry out work for or on behalf of the Trust.

18.2 The screening element of the initial 'Equality Impact Assessment' is available on request.

19. Appendix 4: Equality impact assessment form – Section Two – Full assessment

19.1 Due to the outcome of the initial screening equality impact assessment, it has not been necessary to carry out a full equality impact assessment.

20. Appendix 5: Ratification

Policy Title: First Aid Policy.

Author's Name and Job Title: John Dunn, Head of Risk and Security

Review Deadline:

Consultation From – To (dates): 19/12/2022 to 9/1/2023.

Comments Received? (Y/N): Y

All Comments Incorporated? (Y/N): Y.

If No, please list comments not included along with reasons: Comments about including restraining in this policy were not applicable.

Equality Impact Assessment completed (date): 19/12/2022.

Name of Accountable Group: Health, Safety and Risk Group.

Date of Submission for Ratification: 10/1/23.

Template Policy Used (Y/N): Y.

All Sections Completed (Y/N): Y.

Monitoring Section Completed (Y/N): Y.

Date of Ratification: 18/1/2023.

Date Policy is Active: 18/1/2023.

Date Next Review Due: January 2026.

Signature of Accountable Group Chair (or Deputy):

Name of Accountable Group Chair (or Deputy): Paul Kempster.