

First Aid Policy

Effective: February 2011

Review: February 2014

1. Introduction

The Trust is committed to providing sufficient numbers of trained first aid personnel to deal with minor accidents and emergencies in the work place. Therefore ensuring that statutory requirements and the organisations needs are met.

2. Scope

This policy has been drawn up to give managers and employees support and advice relating to the provision of first aid. Within the Trust immediate first aid cover is available in all clinical areas. There are a number of non-clinical areas, which will require first aid cover. Managers of these areas must nominate suitable employees to provide first aider cover. e.g.

- Catering Departments
- Pharmacy Departments
- Estates Departments
- Laboratory Medicine
- Medical Physics
- Medical Electronics
- T.S.S.U
- D.S.C
- Supplies
- Walkergate Hospital
- Other Departments of a similar nature or in an isolated or off site location.

The minimum requirement for adequate first aid cover is 1 first aider to 50 employees in low risk areas. Managers should also consider the appointment of more than one first aider to provide adequate cover during holiday periods.

3. Definitions

The stated purpose of first aid is to:

- Preserve life.
- Limit the effects of the condition.
- Promote recovery.

4. Responsibilities

4.1 The Trust Training and Development Department

Will be responsible for the organisation of all first aid training courses and to maintain a register of both certified first aiders and appointed persons.

4.2 Departmental/Directorate Managers

Must Ensure:

- That suitable First Aiders are appointed in all areas outlined in Section 2
- There is adequate cover taking in to consideration staff to first aider ratio
- That all First aiders are provided with the correct training and timely updates, as well as the correct equipment and resources to provide safe first aid
- That all incidents/accidents are reported as part of the Trust Policy on accident and incident reporting
- If a first aider for a department leaves Trust employment, it will be the manager's responsibility to appoint a replacement and arrange alternative first aid cover.

Departments are advised to have at least 1 Certified First Aider (4 day training course). As additional support and cover, managers are advised to appoint an Appointed Persons First Aider (1 day course)

4.3 First Aid Personnel

- First aid Personnel are employees who have volunteered for the role and who have been assessed by their manager as being suitable for the role.
- First aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements.
- First aid personnel require retraining at regular intervals in order to ensure that their skills are maintained otherwise their registration will default and they will not be able to practice.
Certified - 3 yearly. Appointed – Annually
- First aid personnel must inform the Health and Safety Department when their training certification period is nearing expiry so that updates can be arranged.

- First aiders will maintain a register on behalf of the manager of all of the staff who have required first aid treatment; this should be in a central location to enable all First aiders within the Department to have access.

5. First Aid Boxes

- 5.1 First Aid boxes should be placed in a central location and all staff should be notified of its location. They should also be informed who their named first aider is and where they can contact them.
- 5.2 Suitable Poster should be located next to the First aid box and other central locations so that employees are aware of there first aiders for that period of duty
- 5.3 The first Aid boxes will contain an inventory of the stock and will be checked on a monthly basis and restocked by the department's First Aider. A record book should be maintained, signed and dated once the contents have been checked.
- 5.4 The following contents are recommended as a minimum, although this may vary depending on the activity of the department and manpower levels:-
- A general guidance/information card for first aid at work and a stock level checking record.
 - 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (blue-detectable for the Catering Department).
 - 2 sterile eye pads, with attachments.
 - 6 individually wrapped triangular bandages.
 - 6 Safety pins.
 - 6 medium sized individually wrapped sterile non-medicated wound dressings (approximately 13cm x 9cm).
 - 2 large sized individual wrapped sterile non-medicated wound dressings (approximately 13cm x 9cm).
 - 3 extra large individually wrapped sterile non-medicated wound dressing (approximately 28cm x 5cm).
- 5.5 In situations where the main tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must not be reused. The use of eye baths, cups or refillable containers is not recommended.
- 5.6 Please note that if emergency eye stations are located within a Dept they must be checked as part of the First Aid box check and a record must be maintained of this process.
- 5.7 Stock for the First Aid box should be ordered via the Trust supplies Department.

6. Emergency Protocol

- 6.1 Where a serious injury/medical incident occurs, the injured party should be taken directly to the Accident Emergency Department/EAS/MIU as soon as possible. If the department is off site or there is considerable transfer distance a taxi can be arranged or if urgent an ambulance should be called.
- 6.2 Where Cardio-Pulmonary Resuscitation is required the Cardiac Arrest team should be called as outlined in the Trust CPR Policy Section 7.4 (and if off-site or in a distant site location an emergency ambulance will be required).

7. Recording of Incidents

All accidents must be reported, however minor as part of the Trusts Incident/Accident Reporting Procedure. It is the responsibility of the Managers to ensure that Trust policy is followed.

8. Monitoring

Compliance of this policy will be monitored by the Health and Safety Dept through Health and Safety Inspections and the Trust Health and Safety Committee. The Training and Development Dept will make provision for First Aid and training within the organisation.

Managers will also monitor and ensure that where First Aiders are required that they are updated in a timely manner and that there is adequate First Aid cover within there Dept, reporting any non-compliance with this policy to the Health and Safety Dept

9 Legislation

- Health & Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- RIDDOR Regulations 1995
- Workplace (Health, Safety and Welfare) Regulations 1992

Author: Health and Safety Advisor

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST
IMPACT ASSESSMENT – SCREENING FORM A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	First Aid Policy	Policy Author:	Dru Parnaby, Senior Health & Safety Advisor
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:	No	This policy does not discriminate on the basis of race, ethnicity, nationality, gender, culture, religion, sexuality, age or disability.
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems.	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No	
4(a).	Is the impact of the policy/guidance likely to be negative? (If “yes”, please answer sections 4(b) to 4(d)).	No	
4(b).	If so can the impact be avoided?		
4(c).	What alternatives are there to achieving the policy/guidance without the impact?		
4(d).	Can we reduce the impact by taking different action?		

Comments:	Action Plan due (or Not Applicable): N/A
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Name and Designation of Person responsible for completion of this form: Ian Gaffney Date: 28-02-2011
 Names & Designations of those involved in the impact assessment screening process: Paul Clancy/ Ian Gaffney H&S Advisors

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)

For advice on answering the above questions please contact Helen Lamont, Director of Nursing, or, Christine Holland, Senior HR Manager. On completion this form must be forwarded electronically to Steven Stoker, Clinical Effectiveness Manager, (Ext. 24963) steven.stoker@nuth.nhs.uk together with the procedural document. If you have identified a potential discriminatory impact of this procedural document, please ensure that you arrange for a full consultation, with relevant stakeholders, to complete a Full Impact Assessment (Form B) and to develop an Action Plan to avoid/reduce this impact; both Form B and the Action Plan should also be sent electronically to Steven Stoker within six weeks of the completion of this form.