



The following procedure covers:

## Plan

- Responsibilities

## Do

- First Aid Risk Assessment
- First Aid Personnel
- First Aid Point
- First Aid Equipment
- Tourniquets and Haemostatic Dressings
- Automated External Defibrillator (AED)
- First Aid at Work
- First Aid Information
- Do Not Resuscitate (DNR)
- Emergency Medication Administration
- Head Injuries
- Infection Control

## Check

- Accident Forms

## Act

## Plan

### Responsibilities

#### Director Responsibilities

To ensure that the organisation complies with the Health and Safety (First Aid) Regulations 1981 and relevant code of practices by providing:

- Adequate and appropriate equipment
- Facilities and staff to enable first aid to be given to staff if they are injured or become ill at work
- A duty of care through the provision of first aid to members of the public if they are injured or become ill.

#### General Manager Responsibilities

To provide resources to enable the training and qualification of sufficient staff to ensure provision of first aid for members of staff, contractors, visitors and customers during all hours of operation.

To provide adequate and appropriate first aid equipment and facilities, including back up supplies for the AED and replenishment of stocks, in line with the first aid risk assessment and BS 8599-1:2019.

To provide and maintain suitable and sufficient signage promoting the location of first aid support and assistance.

#### Competent Person Responsibilities

To complete and review a first aid needs risk assessment to help determine the levels of supervision required, the qualifications and training needed, equipment needed, lone working needs, response in the event of staff shortages.

To monitor the expiry dates of first aid qualifications and organise refresher training through an appropriate body using the HSE syllabus in order to maintain qualifications.



To complete weekly checks on first aid kits to ensure they are suitably stocked and available.

To ensure that recorded checks are made on the AED, its pads/part and spare set, in accordance with the manufacturer's instructions.

## Do

### First Aid Risk Assessment

What is adequate and appropriate equipment and staff members will depend on the circumstances in the workplace and should therefore be determined by a risk assessment. The first aid risk assessment should consider:

- Risks to staff
- Risks to customers, visitors, contractors (including children)
- Risks and controls associated with lone working
- Any need for an automated external defibrillator (AED), spinal boards, haemostatic dressings, tourniquets.

### First Aid Personnel

First aider is a person who holds a current First Aid at Work, Emergency First Aid at Work or Paediatric First Aid certificate.

The following staff members are required to hold the First Aid at Work qualification:

- General Managers
- Assistant General Managers
- Any staff member responsible for opening or closing the facility buildings.

Staff must notify the Duty First Aider of all accidents. An accident form must be completed following any administration of first aid and signed by the first aider or person who dealt with the incident.

Following any accident / incident the General Manager should consider if it requires reporting under the requirements of RIDDOR (Reporting Injuries, Disease, Dangerous Occurrences).

### First Aid Point

The facility must have a designated location for administering first aid, with signage displayed identifying the area as the first aid point. The location of the first aid point/room must ensure the following can be provided:

Essential:

- A point/room that is easily accessible to the use of a stretcher
- Washable surfaces
- Details of who the first aiders are and how to contact them
- Access to a telephone
- Access for wheelchairs or carrying chairs
- Sufficient accident report forms

- Sufficient quantity of first aid supplies, including protective garments
- Access to a sink with hot and cold running water
- Access to drinking water, which is clearly labelled
- Sealed refuse containers with disposable clinical yellow waste bags.

If a first aid room cannot be provided exclusively, then a designated area for the treatment of first aid must be made available. The following criteria are essential:

- Activities usually carried out in the designated area can be stopped immediately in the event of an emergency
- Furnishings and equipment can be moved easily to a position that will not interfere with giving first aid.

### First Aid Equipment

The location and minimum contents of each first aid box should be identified as part of the first aid risk assessment and checked as part of the Weekly Health & Safety Checksheet.



The decision on what to provide will be influenced by the findings of the first-aid needs assessment. The General Manager will ensure that first aid kits purchased conform to BS 8599-1:2019.

### Tourniquets and Haemostatic Dressings

Only first aiders trained in the correct use and application of a tourniquet and/or haemostatic dressing may do so.

### Automated External Defibrillator (AED)

If the risk assessment determines that an AED must be available, it must be located so that it is easily accessible and have with it clear instructions on how to use it, ideally as provided by the manufacturer.

Although AEDs are designed to be used by anyone, familiarisation in the AED, including its location and preparation for use, should be included in staff inductions.

### First Aid Information

Notices will be displayed to provide staff members and customers with information on where to find a first aider and the location of the first aid box/es.

Contractors are provided with first aid information as part of the Contractors Health and Safety Information Sheet.

In remote or external areas of the facility it may be appropriate to provide an emergency contact number.

The designated first aid point is clearly marked with a white cross on a green background.



### Do Not Resuscitate (DNR)

For information and guidance on DNR, see **RD-Doc First Aid - Do Not Resuscitate Guidance**.

Importantly, if a customer stops breathing, we will administer first aid to attempt to save life. Only a medical professional will adhere to a DNR.

### Emergency Medication Administration

First aid at work does not include giving tablets or medication and such items should not be kept in the first aid box.

Some workers or customers carry their own medication such as inhalers for asthma or 'Epipens' or 'Anapens' (auto injecting syringes with a pre-measured dose) which contain adrenaline for the treatment of severe allergic (anaphylactic) reactions.

If an individual needs to take their own prescribed medication, 'Epipens' or 'Anapens' (auto injecting syringes with a pre-measured dose) which contain adrenaline for the treatment of severe allergic (anaphylactic) reactions, the first aider's role is:

- Limited to helping them to do so
- Contacting the emergency services as appropriate.

First aid trained staff members may administer an auto injecting syringe if:

- The casualty has been prescribed and is in possession of an auto injection syringe **and**
- They are dealing with a life-threatening emergency **and**
- The first aider has been trained to use an auto injection syringe.

Under most circumstances the facility will not take responsibility for the safe keeping of regular or emergency medication. Medication should be carried (or stored if the syringe presents an accidental stabbing risk when taking part in the activity) by the person to whom it belongs.

For further information please refer to the Managing Medical Conditions and Medication procedure.

### Head Injuries

In cases of head injury, the first aider must always issue a Head Injury Information Sheet and either call 999 for an ambulance or arrange for alternative transport to hospital (e.g. with parent or guardian).

### Infection Control

Blood borne viruses are viruses that some people carry in their blood and which may cause severe disease in certain people and few or no symptoms in others. The virus can spread to another person, whether the carrier of the virus is ill or not. The main blood borne viruses of concern are:

- Hepatitis B, Hepatitis C and Hepatitis D
- Human immunodeficiency virus (HIV).



For information on the control measures to adopt to help avoid cross contamination when performing first aid, see the **RD-Doc First Aid - Cross Contamination Control Measures**.

## Check

### Accidents Forms

The General Manager is responsible for checking that details of first aid given have been completed by the first aider, and in full. The section of the accident report form denoted 'action taken to prevent recurrence' must be completed.

## Act

By implementing this procedure Innoflate should ensure that injuries/conditions requiring first aid are dealt with efficiently and effectively in line with current HSE guidance.

### **Associated Forms:**

- Accident, Incident, Dangerous Occurrence and Near Miss - Accident Report Form
- First Aid Management - Head Injury Information Sheet
- First Aid Management - Post Water Rescue Information Sheet
- Contractors Management - Contractors Health and Safety Information Sheet
- Facility Inspections, Hazardous Reporting and Monitoring – Weekly Health and Safety Checklist
- Holiday Activities - Emergency Medication and Epi Pen Administration Record
- Holiday Activities - Emergency Medication Consent Form
- Inductions – Individual Training Record

### **Associated RD-Docs:**

- RD-Doc – First Aid Definitions
- RD-Doc – First Aid Do Not Resuscitate Guidance
- RD-Doc – First Aid Cross Contamination Control Measures
- RD-Doc – What type of first aid box do I need?

### **Updates of procedure:**

Issue No.	Description of Revision	Date	Review Due Date	Action By
1	None - First Issue	May 2021	May 2023	Train designated staff and incorporate the procedure into QMS.