

School / Department	
Policy Name	<u>NASAT: First Aid Policy</u>
Policy Reference Number	NASAT 012t
Date of Issue	April 2016
Date reviewed	October 2018
Next review	October 2021
Version Number	V2
Policy Lead	Managing Director, NAS Education and Children's Services and NAS Academies Trust
Date version approved by directors	Pending Ratification
Responsible governor (signed)	Effectiveness of Leadership & Management

Scope

This policy covers first aid personnel and first aid equipment.

Policy Summary

The purpose of this policy is to comply with legal requirements made for the provision of first aid for employees and to ensure adequate provision people NASAT supports.

First Aider Provision

Managers must make a suitable and sufficient assessment of the need for first aid provision at the work place. Whilst there are no legal requirements under the Health and Safety (First Aid) Regulations 1981 to provide first aid for non-employees the HSE strongly recommends they are included in the risk assessment. As a minimum all care staff must receive basic first aid awareness at induction.

The risk assessment should guide managers to identify what training and qualifications are needed by their staff to fulfil first aid requirements, and the likelihood of first aid being needed by those who use their services. The first aid assessment aims to identify first aid provision at four levels:

- Appointed Person (AP)
- Emergency First Aid at Work (EFAW)
- First Aid at Work (FAW)
- Additional training e.g. paediatric first aid

The first aid assessment should consider the following:

- The nature of the work force;
- The specific first aid needs of people using the service;
- Maximum numbers of people on the premises at any one time;
- The needs of travelling, remote and lone workers;
- Previous history of accidents and injuries;

- How close the building is to the nearest medical facility or ambulance station;
- The nature of the work and the workplace hazards and risks;
- The activities taking place;
- The layout of the premises;
- Work patterns;
- Any fluctuation in need e.g. there may only need to be minimal cover at night and increased cover during the day when most potential accidents and injuries take place;
- Annual leave and other absences of first aiders and appointed persons.

When a decision has been made not to provide first aiders then a person must be appointed to take charge of the first aid arrangements (calling the emergency services, looking after the first aid equipment and facilities).

Although numbers must be determined by risk assessment the following guidelines are given in the code of practice:

Low hazard work places:

- Where there are less than 25 employees at least one AP;
- Where there are between 25 and 50 employees at least one EFAW first aider;
- Where there are more than 50 employees at least one FAW first aider for every 100 employees (or part thereof).

Higher hazard work places:

- Where there are less than 5 employees at least one AP;
- Where there are between 5 and 50 employees at least one EFAW first aider depending on the injuries that may occur;
- Where there are more than 50 employees at least one FAW first aider for every 50 employees (or part thereof).

First Aiders

First aid treatment, except in exceptional circumstances, will only be carried out by suitably qualified and appointed First Aiders. Where necessary the qualified first aider will accompany the injured person to hospital, and the manager will take charge of the injured person's personal possessions and ensure that relatives are informed.

First Aiders will be responsible for helping the manager ensure that the first aid boxes are fully equipped.

Everyone working for NASAT is to be informed of the arrangements for first aid and the information must be posted on a staff notice board. They must be informed of:

- The names of relevant first aiders and how to contact them
- The location of first aid boxes/room
- The appointed person(s) responsible for calling the emergency services
- How to report accidents.

First Aider Training

The HSE no longer approves first aid training providers. Managers must only source first aid training from approved Voluntary Aid Societies or training providers that offer a qualification approved by an awarding body recognised by Ofqual, SQA or DfES Wales. If there is any doubt about the credentials of a company then advice must be sought from the SQE Team.

First aiders must be competent. First Aiders must hold a certificate that contains all of the following minimum information:

- name of training organisation;
- name of qualification;
- name of individual;
- a validity period for three years from date of course completion;
- an indication that the certificate has been issued for the purposes of complying with the requirements of the Health and Safety (First-Aid) Regulations 1981;
- a statement that teaching was delivered in accordance with currently accepted first-aid practice; and
- if the qualification is neither FAW nor EFAW, an outline of the topics covered (this may be on the reverse or as an appendix).

Certificates are valid for a period of 3 years, and formal refresher training must take place before the current certificate expires. The HSE recommends annual activities to ensure the first aider remains up to date. For example refresher training, reviewing course manuals, etc.

First Aid Equipment

Employers should decide, after carrying out an assessment of first-aid needs, what should be provided. Boxes purchased from a reputable supplier of first-aid items will in general contain more than enough items. Arrangements must be put in hand to ensure that the boxes are checked and replenished at least annually. Out of date supplies should be removed.

A box sufficient to cover the first aid needs of 1-20 people will normally include:

- A leaflet giving general advice on first aid (e.g. [HSE Leaflet "Basic Advice on First Aid at Work"](#));
- 20 Individually wrapped sterile adhesive dressings (assorted sizes);
- Sterile eyewash;
- Sterile saline cleaning wipes;
- 2 Individually wrapped triangular bandages (preferably sterile);
- Six safety pins;
- Finger dressings;
- Adhesive tape;
- Burns dressing
- Conforming bandage
- First Aid shears;
- Foil Blanket
- Six medium sized, individually wrapped, sterile un-medicated wound dressings (approx. 12cm x12cm);
- 2 sterile individually wrapped un-medicated wound dressings - approx. 18cm x 18cm;
- One pair of disposable (nitrile) gloves.
- Resuscitation face mask

Travelling first-aid kits are to be supplied to all employees who regularly travel as part of their duties on behalf of NASAT. The contents should be appropriate to the circumstances in which they are to be used.

Key Management Actions

- Ensure that assessments of First Aid requirements are conducted.
- Ensure that appropriate resources are provided.
- Ensure that an appropriate number of staff are trained to provide the necessary cover at all times.
- Ensure that training is appropriate for identified needs, e.g. children, choking, epilepsy.