



Policy:

First Aid at Work

Executive Director Lead	Director of Strategy
Policy Owner	Head of Facilities and Health and Safety
Policy Author	Health, Safety and Risk Advisor

Document Type	Policy
Document Version Number	Version 4
Date of Approval By PGG	29 th April 2024
Date of Ratification	May 2024
Ratified By	People Committee
Date of Issue	December 2023
Date for Review	April 2027

Summary of policy

This policy has been created to help the Trust prevent harm to its employees and others using Trust facilities and to meet its legal requirement under the Health and Safety Act 1974 and Regulations made under the Act.

This will include the completion of a First Aid needs Assessment by relevant services which will include the provision of readily accessible First Aid boxes and the possible nomination of trained 'First Aiders'.

Target audience	All SHSC staff
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Keywords	Health, safety, first aid
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Storage and Version Control

Version 4 of this policy is stored and available through the SHSC intranet/internet. This version of the policy supersedes the previous version (V3, July 2020).

Any copies of the previous policy held separately should be destroyed and replaced with this version.

Version Control and Amendment Log

Version No.	Type of Change	Date	Description of change(s)
V2 D0.1	Revised draft policy creation	August 2016	Previous Policy re-written to reflect changes in national Central Alerting System and to reflect changes in layout of SHSC Policy documents.
V2	Ratification and issued	November 2017	Policy includes updated detail from version 1.0 to keep in line with legislation and good practice requirements.
V3	Revised policy	June 2020	New format has been used. Revised headings have been used. The amount of text has been reduced to reflect only Policy level instruction and not to include procedure level detail.
V4	Revised policy	February 2023	New First Aid Needs Assessment form has been added as an Appendix. Flowchart has been extended. Additional text has been added to expand and clarify previous versions.

A manager needs to ensure that a First Aid Needs Assessment is completed to identify and address the First Aid needs of staff managed by them.

The First Aid Needs Assessment at Appendix A of this policy can be used for this purpose.

The Assessment highlights considerations the manager should make about the workplace, the staff and the work being done and suggests some appropriate responses which can be made.

An assessment of the first aid needs of staff and users appropriate to the circumstances of each workplace should be made.

The assessment form in Appendix A of this policy can be used for this purpose.

It highlights appropriate considerations such as the hazards in your workplace, the existing health of staff working in that workplace, the potential isolation of staff from sources of help and suggests appropriate responses to these situations.



The Health and Safety Risk Adviser can provide additional support and guidance if there are any issues which need attention.

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1 Introduction

Sheffield Health and Social Care NHS Foundation Trust (SHSC) recognises its responsibilities under the Health and Safety at Work Act 1974 and regulations made under it to protect the health, safety and welfare of its employees, service users and other lawful visitors, so far as is reasonably practicable.

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure that their employees receive immediate attention if they are injured or taken ill at work.

SHSC will follow the Health and Safety Executive's recommendation to include non-employees, (service users, public etc.) within the scope of this policy.

2 Scope

This is a Trust-wide policy, which applies to all employees of Sheffield Health and Social Care NHS Foundation Trust. It will also apply to relevant others for example agency staff, members of the public and service users.

3 Purpose

This policy provides an unambiguous statement of First Aid policy applicable to the Trust in accordance with national legislation.

Its purpose is to help minimise the consequences of injury or illness experienced in the workplace and to treat any minor injuries which occur.

4 Definitions

First Aid - treatment which preserves life and minimises the consequences of injury and illness until help is obtained, or the treatment of minor injuries which would otherwise receive no treatment.

First aider - a person who has undertaken suitable training, has an appropriate first aid qualification and remains competent to perform their role.

Appointed person - a person that will take charge of first aid arrangements and a suitable first aid kit in the absence of a first aider.

First Aid Needs Assessment - the practice of examining what in your work could cause harm to someone, so that you can consider the need to put in place additional precautions to prevent such harm.

5 Details of the policy

The broad overview of this policy is as described in the introduction.

6 Duties

Board

Has ultimate responsibility for managing the implementation of health and safety within the Trust and so complying with applicable legislation.

Chief Executive

The Chief Executive will ensure that this policy is enacted within Sheffield Health and Social Care Trust.

Directors/Heads of Service

Directors/Heads of Service will ensure that this policy is understood, implemented and monitored within their areas of responsibility and that staff are supported to promote the development of a health and safety culture, using this policy and the guidance within it.

Line Managers/Service and Team Leaders

Line Managers/Service and Team Leaders are responsible for ensuring that within their areas of responsibility an appropriate first aid needs risk assessment is completed and that measures to provide appropriate and adequate First Aid provision are implemented.

In addition, if necessary, they must co-operate with owners of premises visited by the Trust staff they manage to ensure adequate levels of First Aid provision are offered to those staff.

Health and Safety Team

The Health, Safety and Risk Adviser will provide advice on compliance with applicable Health and Safety legislation and can assist line managers to develop procedural arrangements, designed to help ensure the safety of Trust staff and others.

'First Aiders'

Completion of a First Aid Needs Risk Assessment will indicate whether there is a need for 'First Aiders' or 'Appointed Persons' to be present within the workplace and the number of such people required.

Staff designated as 'First Aiders' may need to attend training in order to attain the appropriate level of competence.

There are 2 types of training available.

The training required for a person to become a designated 'First Aider' is the completion of a recognised 'First Aid at Work' course, which lasts three days and for which refresher training to allow the designated person to maintain their basic skills and keep up to date with any changes in first aid procedures is recommended.

Otherwise the completion of an 'Emergency First Aid at Work' course, which also lasts for three days and which may also require refresher training and it also allows a person to be designated a 'First Aider'.

‘Health Professionals exempt from ‘First Aid at Work’ or ‘Emergency First Aid at Work’ training.

Provided 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 or Emergency First Aid at Work or equivalent qualification:

- doctors registered and licensed with the General Medical Council.
- physical health trained nurses registered with the Nursing and Midwifery Council.
- paramedics registered with the Health and Care Professions Council.”

Learning Disabilities Nurses and Mental Health Nurses who cannot demonstrate current knowledge and skills in first aid can access the first aid training offered by the Trust to gain such knowledge and skills.

‘Appointed Person’

An appointed person is someone who is in charge of workplace first aid arrangements. This includes looking after relevant equipment, facilities and calling the emergency services in the event of an incident.

No formal training is required for a person to become an ‘Appointed Person’.

All SHSC Staff

Staff have a responsibility to take reasonable care of their own personal health and safety and to comply with the measures detailed within this policy.

7 Procedure

Completion of a ‘First Aid Needs Assessment’

Managers must ensure that a relevant ‘First Aid Needs Assessment’ is completed, and its findings are acted upon.

Considerations in the First Aid Needs Assessment include the type of health and safety hazards present in each relevant workplace, who might be harmed by these hazards and the level of risk they present.

An Assessment template can be found on the Health and Safety pages of Jarvis and in the appendix to this policy.

The assessment can be retained in local records and amended if relevant changes to staff, working practices or workplaces occur.

Signage, First Aid Boxes, Response staff

The findings of the First Aid Needs Assessment will prompt consideration of how many clearly signed and accessible First Aid boxes may be needed to treat the hazards affecting the number and the distribution of staff identified and whether there is a need to appoint and train a member of staff in the administration of First Aid, (a ‘First Aider’), or whether it is sufficient to appoint someone to look after First Aid equipment, facilities and calling the emergency service, (an ‘Appointed Person’).

Either an Appointed Person or a First Aider must be available whenever staff are at work.

The above aspects of provision will be regularly monitored to help ensure their currency.

Remote Workers, Lone Workers and staff who drive frequently

The type of First Aid cover provided to employees who work remotely and who work alone is likely to need special consideration

The First Aid Needs Assessment should be used to address these situations as it will identify the potential health hazards in such situations and suggest possible preventative measures.

Staff who work in their own home, in a desk-based capacity, are unlikely to need any first aid provision beyond access to a basic First Aid kit (as mentioned in the Trusts Agile Working Policy).

Managers of staff who drive frequently should consider issuing personal first-aid kits to those staff.

Owners of premises visited by Trust staff should be willing to cooperate with the Trust in order to best coordinate First Aid measures covering Trust staff, but the Trust should not rely upon the adequacy of their arrangements to provide First Aid to Trust staff.

Incident Reporting

All incidents, including those involving the provision of First Aid, should be reported in the usual way via ‘Ulysses’, including the potential need to report additional details required by the Reporting of Injury Disease and Dangerous Occurrences Regulations (RIDDOR).

8 Development, Consultation and Approval

This Policy has been developed by the Health, Safety and Risk Adviser in consultation with Trust staff.

It is based on the Health and Safety legislation and Regulations outlined in the Introduction of this policy and has been reviewed by the Health and Safety Committee and the Policy Governance Group.

Name of Policy: First Aid	Name of Policy Lead: Charlie Stephenson
Date: July 2023	Contact Details: (0114) 271 6208
Consultation Plan:	
Health and Safety Manager Head of Facilities and health and safety	Comments made and accepted on content and structure of the Policy.
Health and Safety Committee members, including co-opt members	Read and approved the Policy
Staff Side Policy Group	Comments made and accepted on the adequacy of staff training in First Aid
Education Training and Development staff	Comments made on the adequacy of staff training in First Aid

9 Audit, Monitoring and Review

Monitoring Compliance Template						
Minimum Requirement	Process for Monitoring	Responsible Individual/ Group/ Committee	Frequency of Monitoring	Review of Results Process (e.g. who does this?)	Responsible Individual/Group /Committee for Action Plan Development	Responsible Individual/ Group/Committee for Action Plan Monitoring and Implementation
Continuing relevance and accuracy of the Policy	Review	Health & Safety Risk Adviser	Every 3rd year	Health and Safety Committee	Health & Safety Risk Adviser Health and Safety Committee	Health and Safety Committee
Completion of current First Aid Needs Assessments	Audit	Manager of affected staff	3 Yearly	Health and Safety Risk Adviser	Health and Safety Risk Adviser	Health and Safety Committee
Number and type of incidents affecting SHSC staff	Review	Health and Safety Committee	Monthly	Health and Safety Committee	Health and Safety Committee	People Committee

10 Implementation Plan

Action/Task	Responsible Person	Deadline	Progress update
New policy to be uploaded onto the intranet and Trust website.	Communications via the Director of Corporate Governance	Within 5 working days of ratification	March 2023
A communication will be issued to all staff via Connect, immediately following publication.			March 2023
Reference the revised policy in relevant training	Education, Training and Development	March 2023	March 2023

11 Dissemination, Storage and Archiving (Control)

Version	Date added to intranet	Date added to internet	Date of inclusion in Connect	Any other promotion/ dissemination (include dates)
1				
2	October 2017	-	-	
3	By 31 st July 2020	July 2020	-	
4	May 2024	May 2024	May 2024	N/A

12 Training and Other Resource Implications

Managers at all levels must ensure that staff for whom they are responsible are aware of this policy, including their individual responsibilities.

The training required for a person to become a 'First Aider' is the completion of a recognised 'First Aid at Work' course, the Trust runs such a course which lasts three days and for which refresher training to allow the person to maintain their basic skills and keep up to date with any changes in first aid procedures is recommended.

The Trust also offers a 'First Aid at Work Refresher' training which is a 2-day course and which can be used to renew a person's status as a 'First Aider'.

In addition there is an 'Emergency Aid' course which lasts for one day, but which does not train someone to be a 'First Aider'.

13 Links to Other Policies, Standards (Associated Documents)

- Trust Risk Management Strategy
- Trust Agile Working Policy
- Trust Lone Worker Policy
- Trust Risk Management Strategy
- Trust Health and Safety Policy
- Trust Incident Management (Including Serious Incidents) Policy and Procedure
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981

14 Contact Details

<i>Title</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>
Head of Facilities and Health and Safety	Samantha Crosby	27 18260	Samantha.Crosby@shsc.nhs.uk
Health, Safety and Risk Adviser	Charlie Stephenson	27 16208	Charlie.Stephenson@shsc.nhs.uk

Appendix A First Aid Needs Risk Assessment

Department:		
Nature of business (ward, outpatient, administration, healthcare centre kitchen):		
Names of those involved in completing the assessment:		
Signed:		Assessment Date:
Risk Being Considered	Yes / No / N/A	Guidance
Hazards		
Does your workplace have low level hazards such as those that might be found in offices and shops		<i>The minimum provision is: an appointed person to take charge of first-aid arrangements; a suitably stocked first-aid box</i>
Does your workplace have higher level hazards such as chemicals or dangerous machinery? List significant hazards present within the workplace e.g.: <ul style="list-style-type: none"> • Hazardous substances (COSHH) • Physical assault • Manual handling work (people and equipment) • Slip trips falls • Lone working • Electricity or gas • Dangerous machinery or equipment • Working at height 		<i>You should consider: providing first-aiders; additional training for first-aiders to deal with injuries resulting from special hazards; additional first-aid equipment; precise location of first-aid equipment; providing a first-aid room; informing the emergency services</i>
Employees		
Are there inexperienced workers on site, or employees with disabilities or particular health problems? Staff with disabilities or ill health? Staff with language or reading difficulties? Shift and out of hours workers? Areas of shared occupancy?		<i>You should consider: additional training for first-aiders; additional first-aid equipment; local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees.</i>
How many people are employed within the department?		<i>Where there are small numbers of employees, the minimum provision is: an appointed person to take charge of first-aid arrangements; a suitably stocked first-aid box. Where there are large numbers of employees you should consider providing: first-aiders; additional first-aid equipment;</i>
Workers involved in processes that need a specific type of first aid?		
Working Arrangements		
Do you have employees who travel a lot, work remotely or work alone?		<i>You should consider: issuing personal first-aid kits; issuing personal communicators/mobile phones to employees.</i>
Do any of your employees work shifts or work out of hours?		<i>You should ensure there is adequate first-aid provision at all times people are at work.</i>
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?		<i>You should consider provision in each building or on each floor.</i>
Is your workplace remote from emergency medical services?		<i>You should: inform the emergency services of your location; consider special arrangements with the emergency services.</i>
Do any of your employees work at sites occupied by other employers?		<i>You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.</i>
Do you have sufficient provision to cover absences of first-aiders or appointed persons?		<i>You should consider: what cover is needed for annual leave and other planned absences; what cover is needed for unplanned and exceptional absences.</i>

Non-employees		
Do members of the public visit your premises?		<i>Under the Regulations, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.</i>
Access Considerations		
Access to Automatic External Defibrillator (AED): No –		
Access to telephones?		
Reported Events		
Number of injuries reported in the department in last 12 months:		
Type of injuries reported within last 12 months (e.g. slips, cuts, collision, with stationary objects, physical assault, manual handling injuries):		
What are the types of injury and/or ill health identified on your work activity risk assessments? 1= Minor injury not requiring first aid 2 = Minor injury or ill health – First aid treatment needed 3 = Moderate injuries requiring more than first aid (e.g. hospital care) 4 = Major injuries / ill-health include injuries likely to result in long term incapacity, disability or loss of limb 5 = Situations that can cause death or major permanent incapacity	Low 1-3 Med 3-4 High 5	indicates you are generally meeting requirements (use of appointed persons) indicates there are areas which may need addressing indicates immediate action is needed
Number staff requiring hospital treatment due to being injured whilst working in this department, ward, office:		
Outcome	Required Yes / No	Number needed
First-aider with a first aid at work certificate		
First-aider with an emergency first aid at work certificate		
First aider with additional training (specify)		
Appointed person		
First Aid Box		
Additional equipment (specify)		
Travelling first-aid kit		
Is an action plan required?	Yes	No

Appendix B - Equality Impact Assessment Process and Record for Written Policies

Stage 1 – Relevance - Is the policy potentially relevant to equality i.e. will this policy potentially impact on staff, patients or the public? This should be considered as part of the Case of Need for new policies.

NO – No further action is required – please sign and date the following statement.
I confirm that this policy does not impact on staff, patients or the public.

I confirm that this policy does not impact on staff, patients or the public.
 Charlie Stephenson, April 2024

YES, go to Stage 2

Stage 2 Policy Screening and Drafting Policy - Public authorities are legally required to have ‘due regard’ to eliminating discrimination, advancing equal opportunity and fostering good relations in relation to people who share certain ‘protected characteristics’ and those that do not. The following table should be used to consider this and inform changes to the policy (indicate yes/no/ don’t know and note reasons). Please see the SHSC Guidance and Flow Chart.

Stage 3 – Policy Revision - Make amendments to the policy or identify any remedial action required and record any action planned in the policy implementation plan section

SCREENING RECORD	Does any aspect of this policy or potentially discriminate against this group?	Can equality of opportunity for this group be improved through this policy or changes to this policy?	Can this policy be amended so that it works to enhance relations between people in this group and people not in this group?
Age	N/A		
Disability	N/A		
Gender Reassignment	N/A		
Pregnancy and Maternity	N/A		

Race	N/A		
Religion or Belief	N/A		
Sex	N/A		
Sexual Orientation	N/A		
Marriage or Civil Partnership	N/A		

Please delete as appropriate: - Policy Amended / Action Identified (see Implementation Plan) / no changes made.

Impact Assessment Completed by:

Appendix B

Review/New Policy Checklist

This checklist to be used as part of the development or review of a policy and presented to the Policy Governance Group (PGG) with the revised policy.

		Tick to confirm
Engagement		
1.	Is the Executive Lead sighted on the development/review of the policy?	√
2.	Is the local Policy Champion member sighted on the development/review of the policy?	N/A
Development and Consultation		
3.	If the policy is a new policy, has the development of the policy been approved through the Case for Need approval process?	N/A
4.	Is there evidence of consultation with all relevant services, partners and other relevant bodies?	√
5.	Has the policy been discussed and agreed by the local governance groups?	N/A
6.	Have any relevant recommendations from Internal Audit or other relevant bodies been taken into account in preparing the policy?	N/A
Template Compliance		
7.	Has the version control/storage section been updated?	
8.	Is the policy title clear and unambiguous?	√
9.	Is the policy in Arial font 12?	√
10.	Have page numbers been inserted?	√
11.	Has the policy been quality checked for spelling errors, links, accuracy?	√
Policy Content		
12.	Is the purpose of the policy clear?	√
13.	Does the policy comply with requirements of the CQC or other relevant bodies? (where appropriate)	√
14.	Does the policy reflect changes as a result of lessons identified from incidents, complaints, near misses, etc.?	√
15.	Where appropriate, does the policy contain a list of definitions of terms used?	√
16.	Does the policy include any references to other associated policies and key documents?	√
17.	Has the EIA Form been completed ?	√
Dissemination, Implementation, Review and Audit Compliance		
18.	Does the dissemination plan identify how the policy will be implemented?	√
19.	Does the dissemination plan include the necessary training/support to ensure compliance?	√
20.	Is there a plan to i. review ii. audit compliance with the document?	√
21.	Is the review date identified, and is it appropriate and justifiable?	√