

# Safety, Health and Environment (SHE) Guidance

## Twyning School First Aid at Work

Purpose – to provide a policy statement and guidance on good practice to help County Council service areas and establishments assess their first aid arrangements. There is also specific advice for schools and managers of care facilities.



## 1. Introduction

First aid can save lives and prevent minor injuries becoming major ones. GCC has a duty to ensure that there are adequate arrangements and appropriate equipment and facilities for providing first aid in the workplace.

Although the legislation only applies to the provision of first aid for employees, a general duty of care is owed to non-employees (e.g. pupils and service users), and they also need to be considered in any assessment of first aid provision.

## 2. Scope

This guidance is relevant to all GCC premises and facilities, employees, and contractors working for GCC and provides guidance on establishing appropriate levels of first aid cover.

The employer's payment policy on allowances for first aiders is a separate issue beyond the remit of the First Aid Regulations and is not a strict health and safety matter. The GCC HR policy statement on payment for *designated first aiders* can be found on Staffnet at <https://staffnet.gloucestershire.gov.uk/employee-information-and-support/hr-and-employment-handbook/safety-health-and-well-being/>

## 3. Responsibilities

**Group Directors/Directors** will ensure that arrangements are in place for:

- implementing this procedure;
- suitable first aid whilst employees and other persons are engaged in County Council activities;
- carrying out risk assessments to determine the level of first aid provision commensurate with the risks associated with their operations;
- the periodic monitoring of first aid provision;
- co-ordinating /and or co-operating with other employers or organisations in the provision of first aid in establishments of shared occupation.

**Line managers:**

- will ensure this procedure is implemented and monitored within their area of responsibility and an assessment of appropriate first aid cover is carried out;
- nominate sufficient suitable persons to provide first aid cover, in accordance with the guidelines outlined in this document;
- incorporate appropriate reference to first aid provision within risk assessments where necessary;
- ensure first aiders and Appointed Persons receive appropriate training to carry out their duties;
  - first aiders hold a current First Aid at Work certificate;
  - where required that First Aiders re-qualify before the expiry date of their Certificate;
- bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of First Aiders and/or Appointed Persons and locations of First Aid Boxes;
- put in place adequate communications for contacting First Aiders and/or

Appointed Persons;

- ensure sufficient first aid boxes are provided and First Aid notices displayed;
- report accidents.

**Premises Managers/Head Teachers (in addition to the above):**

- will ensure that there are adequate First Aid Notices indicating the names, location and telephone numbers of First Aiders and First Aid boxes, around the premises, including meeting and training rooms;
- agree and document joint first aid arrangements where a workplace is shared with other employers, agencies or departments. This should extend to the whole of the premises.
- contractors, visitors, service users and pupils and others working temporarily on the premises are made familiar with the first aid arrangements;
- any arrangements for letting the facility incorporate consideration of first aid requirements.

**First Aiders:**

- will take control of an emergency situation and give appropriate first aid in line with their training and where necessary delegate members of staff to ring emergency services, wait for ambulance, and direct paramedics to scene of incident
- in a serious emergency clear the area of any staff not involved in the incident
- are responsible for checking the contents of first aid boxes, ensuring there is an adequate supply of materials and items have not passed any expiry date.
- ensure that all used first aid material/soiled dressings etc. are disposed of appropriately. Note that infectious items are to be treated as hazardous waste and placed in appropriate containers (e.g. yellow bags) and disposed of in accordance with local arrangements;
- ensure where necessary that records are kept of all first aid administered, in a First Aid book or similar (but no reference to injured persons names/addresses etc.), and if arising from an incident at work are reported to line managers;
- be aware that the County Council's Employers Liability and Public Liability Insurance arrangements extend to the provisions of first aid at work.

**Appointed Persons (Emergency First-Aid trained):**

- will take control of a situation when a First Aider is either not appointed or not available and give appropriate first-aid assistance in line with their training and where necessary delegate members of staff to undertake the following tasks:
  - ring emergency services,
  - wait for ambulance,
  - direct paramedics to scene of incident
- are responsible for first aid equipment where a First Aider is not appointed to do so i.e. be responsible for checking the contents of first aid boxes, ensuring there is an adequate supply of materials and items have not passed any expiry date.

### Safety Health and Environment (SHE):

- provide additional advice and guidance, on request, to assist with the implementation of this Policy, and ensure it is kept up to date in accordance with any changes in legislation and to reflect current best practice
- ensure monitoring of First Aid provision and arrangements through health and safety audits of GCC premises.

## 4. Risk Assessment of First Aid Requirements

It is the policy of the County Council to ensure there are sufficient suitable persons trained either as First Aiders or Emergency First Aid trained Appointed Persons (FAW or EFAW), as appropriate, to meet the needs of employees in all service areas and establishments. There is also a need to take into account the provision for non-employees e.g. pupils, service users etc. and to ensure first aid cover is available at all times persons are at work allowing for holidays and sickness absence.

How many first aiders are required depends on the nature and risks inherent in each workplace. There is no prescribed fixed level for numbers of first aiders but as a guide the following ratios are deemed suitable for most workplaces:

Category of Risk	Numbers of staff employed/ Number of pupils	Suggested Number of First Aid Personnel
Lower Hazard	fewer than 25	- at least one Appointed Person <i>it is recommended they receive Emergency First Aid at work training (EFAW)</i>
	25-50 staff and in primary schools for every 150 pupils	- at least one first aider trained in <b>EFAW</b>
	more than 50 staff and in secondary schools (to cover for some higher risk activities e.g. D&T/PE) for every 150 pupils	- at least one first aider trained in first aid at work ( <b>FAW</b> ) for every 100 employed (or part thereof)
Higher Hazard	fewer than 5	- at least one Appointed Person <i>it is recommended they receive Emergency First Aid at work training (EFAW)</i>
	5-50	- at least one First Aider trained in <b>EFAW</b> or <b>FAW</b>
	more than 50	- at least one additional First Aider trained in <b>FAW</b> for every 50 employed (or part thereof)

Offices, libraries and schools will generally fall into the lower hazard category, although there are some areas of higher risk of injury in secondary schools e.g. D&T, PE, off-site visits which may require FAW trained and additional EFAW trained staff to provide adequate cover

In addition to the number of employees the risk assessment should also consider the following:

- adequate provision in order to cover absence, leave, offsite activities etc.;
- previous injuries / illnesses experienced;
- the layout of the premises e.g. split sites;

- the location of the school and remoteness from emergency services;
- any specific hazards on site (e.g. DT machinery, hazardous substances);
- members of the public visiting the site.

For most purposes one Appointed Person or First Aider will nearly always mean at least two as the requirements above imply “present at all times during normal working hours” and do not take account of holidays, sickness absence, shift changes etc.

## **5. Guidance for Social Care Premises**

First aid cover is provided in all Social Care settings by means of:

- emergency First Aid training being mandatory for all Social Care staff every 3 years;
- doctors or nurses resident on the premises who by means of their training can administer first aid.

In addition to the factors listed in section 4 above, the following must be considered in any risk assessment of first aid provision:

- whether service users have any health conditions or illnesses requiring sudden, urgent or specialist attention (e.g. heart conditions or epilepsy).
- challenging behaviour or self-harm;
- whether accidents and injuries are prevalent amongst people using the service and what injuries are most likely to be expected, e.g. slips/falls, cuts and bruises, burns;
- what kinds of activity are people using the service involved in and if these higher risk activities that could lead to injury or accidents;
- the layout of the premises, e.g. a large establishment with people accommodated on more than one floor, or in more than one building, may require more first aid cover than a smaller, single storey building;
- differing demand for first aid during day/night periods 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;
- the raised expectations of society in general, people using services, their relatives, and friends and family, that basic first aid will be provided, including resuscitation if appropriate.

## **6. Schools**

First aid provision must be available at all times while staff and pupils are on school premises, and also off the premises whilst on school visits (see section 8 below for more details).

When assessing first aid requirements schools will need to determine how many first aiders (FAW or EFAW) or appointed persons to provide taking into account the numbers of staff and pupils and the factors listed in section 4.

More specifically when selecting First Aiders, schools should consider those staff involved in high risk activities, such as PE teachers and those leading out-of-school activities, as particularly appropriate and, conversely, consider those who cannot leave their classes unattended in an emergency as probably unsuitable. It is recommended therefore that non-teaching staff are also considered, as well as

teachers.

GCC's current guidance is that a qualified first aider (FAW or EFAW) be provided for every 150 pupils and/or for every 50 employees.

Some activities may necessitate specialist First Aid training – for example Forest Schools where Outdoor First Aid is recommended.

The current Early Years Foundation Stage requirements are that at least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings..

Further guidance is available from the Department for Education website at <https://www.gov.uk/government/publications/first-aid-in-schools>. Note: at the time of writing this was last updated in February 2014 consequently some information in that advice may not longer current.

## **7. First Aid Provision for Off-Site Visits**

The extent and nature of first aid provided will depend on the type of the visit, the risks identified and the availability of immediate external first aid or medical assistance.

Visit leaders must ensure availability of first aid cover for all visits where there is no immediate external first aid cover provided. In these situations, an appropriate first aid kit should be carried and one of the leaders should hold a first aid qualification appropriate to the environment and activity.

Risk assessment may indicate that a higher level qualification is appropriate in circumstances where the risk of injury is higher or when the arrival at the scene by the emergency services may be delayed. For example:

- one or more staff assisting sports fixtures may require knowledge of sports related injuries and dealing with an initial injury situation.
- a prerequisite for walking group and mountain leader training is that the supervisor must also hold a valid First Aid qualification, which should involve at least 16hrs of instruction, include an element of assessment, and include such additional elements of first aid training as are consistent with work in the outdoors including life support and emergency aid.

## **8. Shared or multi-occupied sites**

On a shared or multi-occupied site, GCC will co-operate with other employers or organisations to ensure there is adequate first aid cover available for all employees, non-employees and visitors throughout the whole of the premises. In these cases, a full exchange of information about the hazards and risks associated with all of the different organisation's operations should help ensure that the shared provision is adequate. All employers should agree the arrangements and ensure employees are kept informed. A written agreement between employers which outlines responsibilities for first aid provision and training is strongly recommended to avoid any misunderstandings.

Where GCC is the lead/host or major employer on a site it will seek to co-ordinate and document these arrangements ensuring the co-operation of all the other organisations in the facility.

## **9. Training**

The HSE no longer approves first aid training and qualifications – and no longer approves first aid training organisations. It is the employer's duty to ensure that any training provider that they select for the purposes of first aid training is competent to deliver that training.

HSE has produced [guidance on selecting a first aid training provider](#) that sets out the criteria that a competent training provider should be able to demonstrate.

Training is available from a wide range of providers, including those:

- who choose to offer regulated qualifications (first aid qualifications regulated by the qualification regulators - Ofqual, SQA and the Welsh Government),
- who operate under voluntary approval schemes for example, a trade body having a quality assurance scheme accredited by a third party. The United Kingdom Accreditation Service (UKAS) is recognised by government as the sole national accreditation body.
- who operate independently of any such scheme for example, where a training provider chooses to demonstrate their competence to an employer by providing evidence that they meet the criteria set by HSE, or
- from one of the Voluntary Aid Societies (St John Ambulance, British Red Cross and St Andrew's First Aid).

## **10. Training for First Aiders**

First Aiders must attend the following courses:

- an initial First Aid at Work (FAW) Certificate course (3 days), followed by;
- a First Aid at Work Recertification course (2 days every 3 years).

Or

- an initial Emergency First Aid at Work (EFAW) Certificate course (1 day), followed by;
- an Emergency First Aid at Work Recertification course (1 day every 3 years).

Corporate Training courses are available via StaffNet [Training and Development](#).

## **11. Training for Appointed Persons in Emergency First Aid**

Although not strictly required by the regulations, GCC requires that Appointed Persons are given appropriate Emergency First Aid Training tailored to the risk associated with their area of work. A half-day Emergency First Aid course is available, renewable after 3 years.

## **12. Early Years Foundation Stage – Requirement for Paediatric First-Aid Training**

The statutory framework for the Early Years Foundation Stage requires schools and other registered providers to have at least one person present on site (and on off site visits) at all times who is competent to provide paediatric first aid when

young children are present.

Schools and early years providers can choose which organisation they wish to provide the training (preferably one with a nationally approved and accredited first aid qualification or one that is a member of a trade body with an approval and monitoring scheme) but the training must cover the course content as for St John Ambulance or Red Cross paediatric first aid training to be a minimum of 12 hours and be renewed every three years.

The requirement for paediatric first aid training does not replace existing first aid requirements for staff and children but is in addition to it.

### **13. Defibrillator Training**

There have been campaigns in recent years to provide defibrillators in public places such as railway stations and airports and, increasingly, in other community locations. The idea is that early intervention in areas where large numbers of people gather can make a difference to recovery.

Where a decision is made to provide a defibrillator in the workplace, it is important that those who may use it are appropriately trained, though modern AEDs will give instruction to enable an untrained person to use it correctly. Furthermore, the AED will not shock a casualty if the heart rhythm does not require being shocked.

First aid at work (FAW) courses now cover the use of defibrillators. HSE does not specify the content of this training. However, whoever you select to deliver this training must be competent.

The Department for Education has a guide on how schools can buy, install and maintain an AED. See <https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>.

### **14. Legal Indemnity for First Aiders**

First aid administration at work is considered to be an act of taking reasonable care and GCC will fully indemnify all First Aiders and emergency first-aid trained Appointed Persons against claims for alleged negligence in relation to first aid treatment providing they are acting within the remit of their employment and training.

In practice, this means that the County Council, not the employee, would meet the cost of damages should a claim for alleged negligence be successful.

### **15. Guidance for First Aiders on Reporting of Accidents**

There may be occasions where the First Aider or Appointed person may need to ensure an accident is reported to a line manager as soon as possible. If in any doubt about whether the accident/illness was work-related or occurred as a result of a work activity then first aiders must report it to the line manager or premises manager.

Further guidance on accident reporting is available via the SHE web pages under

SHE Procedure 4 *Accident Reporting and Investigation* in the SHE A-Z here: [www.gloucestershire.gov.uk/she](http://www.gloucestershire.gov.uk/she)

## 16. Administration of Medicines

Whilst the Health and Safety Executive has no objection to medicines such as Paracetamol or aspirin being made available to employees, first aid at work does not generally cover the administration of tablets or medication to treat illness.

The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. However it is recommended that tablets and medicines should not be kept in the first-aid container.

Another instance would be where first aiders, as a result of their job role and training may administer medicines in emergency situations e.g. an EpiPen to treat anaphylactic shock or the use of emergency salbutamol inhalers in schools. This would only be for dealing with a life threatening emergency, where the casualty has been prescribed and is in possession of emergency medication, and the first aider has been trained.

From 1 October 2014 schools are allowed to purchase a salbutamol inhaler without a prescription for use in emergencies when a child with asthma cannot access their own inhaler. Schools should refer to Department for Education Guidance on using emergency inhalers. See <https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>.

## 17. First Aid Boxes, Equipment and Facilities

As a minimum one first aid box stocked for administering first aid for up to 20 persons must be provided in all establishments. However the numbers of employees, service users and distribution of first aiders in the facility may dictate that additional boxes are provided e.g. on each level or with each first aider etc.

There is no mandatory list of items that must be included in first aid boxes. However, BS8599 recommends a standard kit should contain:

- leaflet giving basic advice on first aid (e.g. HSE leaflet);
- burn relief dressing (10cm x 10cm)
- 40 wash proof assorted plasters
- 2 sterile eye pad dressings with bandage
- foil blanket adult size
- large sterile dressing (18cm x 18cm)
- 4 medium sterile dressings (12cm x 12cm)
- 6 pairs of nitrile gloves
- mouth to mouth resuscitation device
- 2 finger dressings with adhesive fixing (3.5cm x 3.5cm)
- conforming bandage (7.5cm x 4m)
- microporous tape (2.5cm x 5m)
- 20 cleansing wipes
- 6 safety pins assorted
- 2 single use triangular bandages (90cm x 127cm)

- small universal shears

Additional items should also be included if required for a particular work area e.g. eye wash, cold packs etc.

Boxes or kits are the responsibility of the First Aider or Appointed Person who should ensure they are fully stocked, that expiry dates are not exceeded, and the contents are in good condition. Contents should be replenished as quickly as possible after use. In addition first aid materials must be disposed of after their use by date.

First aid boxes should be clearly marked as such and be green with a white cross. They should be portable, and not be locked; however they can be secured with a tamper seal if necessary to prevent unauthorised use.

Travelling first aid kits should be made available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- work with potentially dangerous tools and equipment away from base location;
- staff travelling abroad on business;
- staff travelling in vehicles on a regular basis, e.g. delivery vehicles;
- staff whose work takes them to isolated or remote locations.

## 18. Medical Accommodation

In some facilities there may also be a requirement for a dedicated first aid room to enable people that are ill or injured to be looked after appropriately, and for therapy to be offered to those with special needs or disabilities who need it.

For example, the *School Premises Regulations 2012* require suitable accommodation for:

- a) the medical examination and treatment of pupils; and
- b) the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.

The accommodation provided may be used for other purposes (apart from teaching) provided it is always readily available to be used for the purpose set out above.

### For more SHE advice and guidance:



**01452 425350**



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**[www.gloucestershire.gov.uk/she](http://www.gloucestershire.gov.uk/she)**