
Local Code of Practice No. 5

First Aid at Work - Section 5

(Version 2.01 – Sept 2017)

STATEMENT

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- A first aid risk assessment has been carried out covering every significant activity and every Council occupied premise.
- Arrangements are in place so that employees and members of the public receive prompt first aid response if they are injured or are taken ill whilst at work or whilst on Council premises.
- First-aid materials, equipment and facilities are available, according to the findings of the risk assessment.

SCOPE:

This Local Code of Practice (LCoP) applies to:

- All managers including head teachers referred to as managers herein.
- All employees of Barnet Borough Council.
- All temporary workers.

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Issue Control

This Local Code of Practice is issued and managed by the Safety, Health and Wellbeing team.

Issue		Revision		
Number	Year	Number	Date	Amendments
Version 1.00	2008			
Version 2.00	2015		28.10.15	Revision & formatting amendments.
Version 2.01	2017		29.06.17	Revision & formatting amendments.
Review Schedule				
Review Conducted		Next Review Date		
November 2015		November 2017		
June 2017		June 2019		

1.1 Responsibilities

Heads of Service / Head Teachers are responsible for compliance with this LCoP and must:

- 1.1. Ensure a first aid risk assessment has been carried out appropriate to the circumstances of each workplace (see Para 2.1 'Assessment of Need' and First Aid Risk Assessment Form).
- 1.2. Ensure arrangements are in place so that injured persons receive prompt first aid response if they are injured or taken ill whilst at work or Council premises.
- 1.3. Provide first aid materials, equipment and facilities according to the findings of the risk assessment.
- 1.4. Ensure the first aid risk assessment and provisions are reviewed annually and/or after any operational changes, to ensure that the provisions remain appropriate for the activities undertaken.

The Manager responsible for ensuring compliance with this LCoP must:

- 1.5. Carry out a first aid risk assessment appropriate to the circumstances of the workplace, review annually and/or after any significant changes.
- 1.6. Ensure that sufficient numbers of first aid personnel are available and are trained to the appropriate level as identified within the first aid risk assessment.
- 1.7. Ensure First Aiders, Emergency First Aiders and Appointed Persons understand their roles and responsibilities and have been given adequate information.
- 1.8. Ensure adequate and appropriate first aid materials, equipment and facilities are available as determined by the first aid risk assessment.
- 1.9. Record details of periodic inspections of first aid facilities and equipment (i.e. First Aid boxes/training certificates).
- 1.10. Inform all employees of the arrangements to provide first aid for their workplace (i.e. upon induction, notice boards – See First Aid Poster).
- 1.11. Ensure that any incident a first aider attends is reported (documented) following the Council's incident reporting procedure, in line with the Council's Accident / Incident Reporting procedures.
- 1.12. Ensure that staff are made aware of the first aid provisions available and in multi-occupancy buildings ensure that a list of first aiders is held at a central contact point (e.g. reception or security office).

First Aider/Emergency First Aider shall:

- 1.13. Administer first aid in line with current training.
- 1.14. Assist the manager in completing an incident report form via the HSMS.
- 1.15. Notify the manager when they are going on leave to ensure continual cover.
- 1.16. Keep first aid training up to date.
- 1.17. Inform the manager if they no longer wish to be a first aider.
- 1.18. Periodically check the contents of each first aid box and any associated first aid equipment (e.g. Defibrillators) and ensure these meet the minimum requirements, quantity and use by dates.
- 1.19. Arrange for replacement of any first aid supplies or equipment which has been used or are out of date.

Appointed persons must:

- 1.20. Facilitate in line with training.
- 1.21. Arrange for emergency first aid treatment either from local nominated first aiders/emergency first aiders or through emergency services.
- 1.22. Notify the manager when going on leave to ensure continual cover.
- 1.23. Periodically check the contents of each first aid box and that each first aid box meets the minimum requirements, quantity and is in-date.
- 1.24. Arrange for replacement of any first aid supplies which have been used or are out of date.

2. Procedures

2.1. Assessment of Need

2.1.1. Managers shall carry out an assessment of first aid needs appropriate to the circumstances of the workplace. The level of first aid provision depends on the individual circumstances; no fixed level exists, however each manager needs to justify on what grounds the level of first aid provision has been set. For some workplaces, i.e. Schools and Residential Homes, LA or national standards in the provision of first aiders might apply and should be consulted.

2.1.2. When completing a first aid risk assessment, take into account the following:

- 2.1.2.1. Workplace hazards and risks.
- 2.1.2.2. The size of the organisation.
- 2.1.2.3. History of accidents.
- 2.1.2.4. Nature and distribution of the employees/service users.
- 2.1.2.5. Remoteness of the site to emergency medical services.
- 2.1.2.6. Needs of travelling, remote or lone workers.
- 2.1.2.7. Employees working on shared or multi-occupied sites.
- 2.1.2.8. Annual leave of First Aiders and Emergency First Aiders.

2.1.3. A first aid risk assessment form is available on the intranet under the forms library, further guidance on the suggested numbers of first aid personnel to be available at all times people are at work is available in Appendix A.

2.1.4. The Health and Safety Executive (HSE) promote an assessment tool that can be referred to for further guidance when completing your First Aid Risk Assessment: First aid at work assessment tool - HSE. HSE also publish first aid needs assessment case studies at first aid case studies.

2.1.5. It is essential that adequate provision is made at all times that people are at work. The responsible manager therefore needs to make provisions to cover annual leave, and other planned absences, of first aiders or appointed persons. In a multi floor building, managers should liaise to ensure constant cover. It may be appropriate to allocate this responsibility to a First Aider to organise. The responsible manager should also consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

2.1.6. An appointed person will remain the minimum requirement where your first aid needs assessment identifies that a first aider is not necessary.

2.1.7. Where unique circumstances exist it might be necessary for first aid personnel to receive additional bespoke training to meet the minimum requirement identified by the risk assessment, e.g. paediatric, resuscitation or defibrillator use.

2.1.8. Where specialist first aid equipment, e.g. Automatic External Defibrillators (AEDs), have been procured these must be located and maintained in accordance with manufacturer's instructions and registered on Information Exchange for that building.

2.2. Training requirements for First Aid Personnel:

2.2.1. There is no longer a requirement for employers to use HSE approved first aid training courses. The HSE has published guidance on selecting a first aid training provider GEIS3.

2.2.2. Trained first aid personnel are covered by the Council's liability insurance whilst they are carrying out their duties at work.

2.2.3. First Aiders should be trained appropriately where AEDs have been provided, as they are likely to be the first responders in the event of an emergency, or if a member of staff or visitor falls ill at a Council premise.

2.2.4. HSE approval is no longer required for First Aid training courses.

2.3. Appointed Persons

2.3.1. Their role will be to take charge of the first aid arrangements, including looking after the first aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first aider is absent due to

unforeseen circumstances (annual leave does not count). Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.

2.4. Emergency First Aid at Work (EFAW) – (Emergency First Aider)

2.4.1. EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. It is suitable for low risk environments and workplaces with few staff. This new course usually lasts 6 hours (1 day).

2.5. First Aid at Work (FAW) – (First Aider)

2.5.1. FAW is a comprehensive course that covers everything you need to know to be a First Aider. Typically the course runs for 3 or more days.

2.5.2. The Responsible Manager must use the findings of their first aid needs assessment to help them decide whether first aiders should be trained in FAW or EFAW. If the needs of the workplace require FAW trained first aiders to be provided, it is not an acceptable alternative to provide EFAW trained first aiders.

2.6. Requalification

2.6.1. On successful completion of an FAW or EFAW course, candidates will be issued with a certificate. It is the manager's responsibility to ensure that all First Aiders are up to date with their training and are booked onto any relevant refresher or retraining courses.

2.6.2. The HSE strongly recommend annual refresher training for first aiders/emergency first aiders. The responsible manager must consider the level of risk associated with the work activities and the need for refresher training. Low risk areas may decide that three yearly training is adequate, whilst a high risk area would require an annual refresher.

2.6.3. Where specialist first aid equipment which requires training has been provided, refresher training frequencies should be determined by the first aid assessment in consultation with the manufacturer's guidance and should not exceed the standard first aid refresher retraining of three years.

2.6.4. Budgeting of these courses is outside the scope of this LCoP.

3. Administration of Medicines

3.1. First aiders are not permitted to administer medication or tablets or provide ongoing treatment unless trained to do so. 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. It is recommended that tablets and medicines should not be kept in the first-aid box.

3.2. Some workers carry their own medication such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example, to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is generally limited to helping them do so and contacting the emergency services as appropriate. However, this does not apply to the administration of prescription only medicine specified in Schedule 19 of the Medicines Regulations 2012, where this is for the purpose of saving life in an emergency. Where a first aid needs assessment identified that Schedule 19 medication may be required to be administered in an emergency, the employer should consider providing workplace first aiders with additional training in their use.

3.3. Administration of medicines in schools should only be done by a trained member of staff or by the pupil's parent or guardian if that is practicable. Pupils should only administer their own medication if they have sufficient maturity, knowledge and competence as judged by parents, head teachers and health professionals. Ideally there should be a minimum of three staff trained to administer medicines.

3.4. Where medicines are to be administered by staff in schools, the parent or guardian must inform the school in writing of the pupil's need for specific medication to be administered and must ensure that medicines are correctly labelled and up to date. The label should indicate the pupil's name, type of medicine, dosage and must have been prescribed by a medical practitioner. The head teacher should ensure a medical authorisation form is completed before it is agreed that

trained staff can administer medication. A clear treatment plan must be completed and protocols should be provided by the schools health team and agreed with the school in partnership with both the child and the parents or guardians.

4. First Aid Materials, Equipment and Facilities

4.1. Every manager shall provide for each work site at least one first aid container supplied with a sufficient quantity of first aid materials suitable for the particular circumstances.

4.2. First aid containers shall be easily accessible, and placed, if possible, near to hand washing facilities. All first aid containers must be identified by a white cross on a green background.

4.3. First aid boxes (containers) must protect first aid contents from dust and damp and should only contain approved items.

4.4. Every manager shall nominate a first aider or appointed person to periodically check the contents of first aid containers and any additional first aid equipment, e.g. defibrillators (where provided). The name of the nominated person should be displayed on the first aid poster.

4.5. Tablets and medications shall not be kept and are not considered first aid material.

4.6. There is no mandatory list of items that should be included in a first aid box (container). As a guide, where no special risk arises in the workplace, a minimum stock of first aid items would normally be:

4.6.1. A leaflet giving general guidance on first aid (for example, HSE INDG347 Basic advice on first aid at work).

4.6.2. 20 individually wrapped sterile plasters (assorted sizes) appropriate to the type of work (hypoallergenic plasters can be provided, if necessary).

4.6.3. Two sterile eye pads.

4.6.4. Four individually wrapped triangular bandages, preferably sterile.

4.6.5. Six safety pins.

4.6.6. Two large sterile individually wrapped un-medicated wound dressings.

4.6.7. Six medium sized individually wrapped un-medicated wound dressings.

4.6.8. A pair of disposable gloves (not latex).

4.7. It is the duty of the first aider/appointed person to examine the contents of the first aid boxes (containers) for minimum requirements, content and expiration dates on a basis identified by the frequency of use and restocked when necessary. Care should be taken to dispose of items safely once they reach their expiry date.

4.8. First aid kits for mobile workers would typically contain the contents:

4.8.1. A leaflet giving general guidance on first aid (for example, HSE INDG347 Basic advice on first aid at work).

4.8.2. 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary).

4.8.3. Two triangular bandages.

4.8.4. Two safety pins.

4.8.5. One large sterile un-medicated dressing.

4.8.6. Individually wrapped moist cleansing wipes.

4.8.7. A pair of disposable gloves.

5. Records

5.1. Any incidents requiring first aid treatment must be reported using the Council's accident reporting procedure (LCoP Accident/Incident Reporting) and should be completed promptly following a first aid incident.

5.2. Records must be kept of equipment and facilities inspections and annual reviews of the first aid risk assessment.

5.3. Records must be kept of first aid training, to help ensure that recertification is completed within the three year maximum limit.

6. Information for Employees

6.1. The Line Manager shall inform their employees of the arrangements that have been made for the provision of first aid, including the locations of equipment, first aid containers, defibrillators, facilities and personnel.

6.2. A simple method of keeping employees informed is by displaying first aid notices. The information needs to be clear and easily understood by all employees (First Aid Poster). At least one notice in a prominent position at each work site should be provided.

6.3. The inclusion of first aid information in induction training will assist to ensure that new employees are made aware of the first aid arrangements.

7. Main Legislation Relevant to This Document

7.1. [Health and Safety at Work etc Act 1974](#)

7.2. [The Management of Health and Safety at Work Regulations 1999](#)

7.3. [First Aid at Work Regulations 2013](#)

7.4. [Control of Substances Hazardous to Health 2002](#)

8. Contact Addresses, Further Information and Links

8.1. Health and Safety Executive

8.1.1. [First Aid](#)

8.1.2. [Blood Borne Viruses in the Workplace](#)

8.1.3. [Basic advice on first aid at work](#)

RESPONSIBILITY FOR SERVICE AREA FIRST AID ARRANGEMENTS

1. **Premises Controllers/Managers** - Premises Controllers and managers are responsible for the following arrangements within their area of control: -
 - (a) Ensuring First Aid boxes are sufficient and suitable.
 - (b) Notifying the Manager or their representative of First Aid and Appointed Person requirements for the premises, particularly in regard to training.
 - (c) Taking adequate measures for bringing the first aid arrangements in the premises to the notice of employees, and when applicable members of the public.
 - (d) Acting as the "Appointed Person" if necessary.

2. **Appointed Persons** - The "Appointed Person" for the premises or area, is required, in the absence of a Designated First Aider, to:-
 - (a) Take charge of the situation if a serious injury or major illness occurs. Initially this involves calling an ambulance and if necessary making arrangements for rendering the situation safe.
 - (b) Provide the emergency services with access to the site.
 - (c) Control the First Aid box/boxes.

3. **Designated First Aider** - The responsibilities of the Designated First Aider are as follows:-
 - (a) **Management of the Casualty:-**
 - (i) Assessing the situation.
 - (ii) Identify the condition from which the casualty is suffering.
 - (iii) Giving immediate, appropriate and adequate treatment, bearing in mind that the casualty may have more than one injury and that some casualties will require more urgent treatment than others
 - (iv) Arranging without delay for the transfer of a casualty to a doctor, hospital or home, according to the seriousness of the condition.

The responsibility ends when the casualty is handed over to the care of a doctor, a nurse or other appropriate person. Do not leave the incident until you have made a full report to whoever takes charge and have ascertained if any further assistance is

required. You should also inform the casualty's line manager of the action taken and the outcome.

(b) **Management of the First Aid Box.** Ensuring box/es is/are correctly stocked both in regard to the contents and the quantity following the appropriate service area's procedure for restocking.

(c) **Other Responsibilities:-**

- (i) Notifying your line manager and Premises Controller, at least 6 months in advance of expiring First Aid qualifications.
- (ii) Keeping your line manager and Premises Controller informed of your forthcoming planned absences and if you have to leave the premises unexpectedly.
- (iii) Attending the refresher-training course (approximately 18 months after qualification/re-qualification).
- (iv) Keeping your line manager and Premises Controller informed of any developments in first aid or other matters that may affect the service's arrangements.
- (v) Ensuring an accident is reported in line with service area procedures and that the Authority's Accident/Incident form is completed.

Information for Schools

1. ASSESSMENT OF NEED

- 1.1. FIRST AID PROVISION FOR LUNCHTIMES AND BREAKS, AND COVER FOR ANY STAFF ON LEAVE, MUST BE ADEQUATE. AS AN AUTHORITY WE ADVISE THAT AT LEAST ONE FIRST AIDER OR ONE APPOINTED PERSON IS ON ALL SCHOOL SITES AT ALL TIMES DURING SCHOOL HOURS. SEE ALSO 4.1 BELOW.
- 1.2. FIRST AID PROVISION FOR OFF-SITE ACTIVITIES SUCH AS SCHOOL TRIPS MUST ALSO BE INCLUDED WITH THIS CALCULATION, AS WELL AS PROVISION FOR THE PRACTICAL DEPARTMENTS OF A SCHOOL (SCIENCE, TECHNOLOGY, HOME ECONOMICS, PE ETC).
- 1.3. FIRST AID PROVISIONS SHOULD ALWAYS BE AVAILABLE DURING SCHOOL HOURS. THIS MEANS THAT A GREATER NUMBER OF STAFF SHOULD BE ENCOURAGED TO TRAIN SO THAT ADEQUATE COVER IS ALWAYS AVAILABLE.

2. FIRST AID PROVISION

- 2.1. EXTRA FIRST AID CONTAINERS WILL BE NECESSARY FOR SPLIT SITES, DISTANT FIELDS AND PLAYGROUNDS, HIGH RISK AND OFF-SITE ACTIVITIES.

3. FIRST AID ROOM/ACCOMMODATION

- 3.1. Under Education (School Premises) Act 1999, in every school there shall be accommodation for:
 - 3.1.1 The medical or dental examination and treatment of pupils; and
 - 3.1.2 The care of sick or injured pupils.
- 3.2. The accommodation provided in pursuance of this regulation shall contain a washbasin and be reasonably near to a water closet.

3. Paediatric First Aid Requirements

- 4.1. The Statutory Framework for the Early Years Foundation Stage produced by the Department for Children, Schools and Families requires all schools with Year R (up to 8 years old) classes to have at least one person who has a current paediatric first aid certificate on the premises at all times. There must be at least one person on outings who has a current paediatric first aid certificate.
- 4.2. The paediatric first aid course is a 12 hour course normally carried out over two days.

FIRST AID NOTICES



LOCATION OF FIRST AIDER/APPOINTED PERSON*			
NAME	LOCATION	PHONE	FA/AP*

ARRANGEMENTS FOR OUTSIDE NORMAL HOURS

1. APPOINTED PERSON.....
 LOCATION.....
2. LOCATION OF:-
 - (a) First Aid Facility/Box.....
 - (b) Emergency Phone:-.....
3. NEAREST HOSPITAL (Casualty Dept.).....

FIRST AID BOXES AND KITS

First aid boxes should contain a sufficient quantity of suitable first aid materials and nothing else. In most cases these will be:-

- (a) One Guidance card
- (b) Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment which may be detectable for the catering industry; (catering industry generally use blue plasters).
- (c) Two sterile eye pads, with attachment
- (d) Six individually wrapped triangular bandages.
- (e) Six safety pins
- (f) Six medium sized individually wrapped sterile un-medicated wound dressings (approx. 10cm x 8cm)
- (g) Two large sterile individually wrapped un-medicated wound dressing (approx. 13cm x 9 cm)
- (h) Three extra large sterile individually wrapped un-medicated wound dressings (approx. 28cm x 17.5cm)

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided. **Eye baths/eye cups/refillable containers should not be used for eye irrigation.**

Contents of the boxes and kits should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of materials. Items should not be used after the expiry date shown on products. It is therefore essential that first aid equipment be checked frequently to make sure that there are sufficient quantities of usable items.

First aid boxes should be made of suitable materials, designed to protect the contents from damp and dust and marked with a white cross on a green background in accordance with the Health & Safety (Safety Signs & Signals) Regulations 1996.



In some cases (i.e. school visits) the use of a travelling first aid kit may be appropriate.

Travelling First-Aid Kits

The contents of travelling first-aid kits should be appropriate for the circumstances in which they are to be used. At least the following should be included:-

- (a) Card giving the general first-aid guidance
- (b) Six individually wrapped sterile adhesive dressing
- (c) One large sterile un-medicated dressing
- (d) Two triangular bandages
- (e) Two safety pins
- (f) Individual wrapped moist cleaning wipes

Supplementary Equipment

Certain supplementary equipment may be held. These should be kept in a safe place but not in the first aid box:-

- (a) A suitable stretcher
- (b) A number of blankets, however these should be kept free from dust and damp
- (c) Disposable gloves and aprons
- (d) Suitable plastic disposal bags for soiled or used first aid dressing
- (e) Tape for sealing bags
- (f) Blunt ended stainless steel scissors (min length 12.70cm)

FLOW CHART TO ASSIST SERVICES IN COMPLYING WITH THE POLICY

