**First Aid Policy**

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# Introduction

## Policy statement

Sheerwater Health Centre has a legal duty to have a plan in place to ensure employees receive immediate attention if they are injured or taken ill at work, regardless of whether the injury or illness is caused by work activities.

The organisation will also extend the provision of first aid arrangements, so far as is reasonably practicable, to visitors to the organisation and others who are taken ill or who have an accident while on the premises.

This policy covers the duties of the organisation, the arrangements for fulfilling these and its first aiders. First aiders are required to take their role and responsibilities seriously by aiding any person suffering a sudden illness or injury with care provided to preserve life, to prevent the condition from worsening or to promote recovery. To be able to decide what first aid provision is required, a first aid needs assessment must be completed.

This assessment will consider the circumstances of the workplace, the workforce and the hazards and risks that may be present. The findings will help to decide what first aid arrangements need to be put in place. A needs assessment template can be found at [Annex A](#_Annex_A_–).

## Status

Sheerwater Health Centre aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). Consideration has been given to the impact this policy might have regarding the individual protected characteristics of those to whom it applies.

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of a contract of employment.

This policy is written in accordance with the [Health and Safety (First-Aid) Regulations 1981.](https://www.legislation.gov.uk/uksi/1981/917/regulation/3/made)

# Policy

## Assessment of first aid needs

The organisation is required to assess first aid needs. This involves consideration of:

* Work activities
* Use of any chemicals or substances
* Nature of the services provided on the premises, workplace hazards and risks (available from general and other specific risk assessments)
* Size and nature of the workforce (including diabetics, asthmatics, disabled employees, inexperienced staff, etc.)
* Distribution of the workforce (including the geographical size and the use of peripatetic/lone workers which may result in the provision of personal first aid kits)
* Arrangements for managing absences of trained first aiders (including shift patterns, sickness and annual leave)
* Provision of first aid to visitors (although not a specific requirement under the First Aid Regulations but deemed as best practice)
* Any other relevant factors (such as accident statistics and trends and access to emergency facilities and services)

This will then help to determine what type of first aid training is required, the numbers of people to be trained and the provision of equipment and facilities to meet the regulations.

The following table from the [Health and Safety Executive (HSE)](https://www.hse.gov.uk/pubns/indg214.pdf) gives the suggested numbers of first aid personnel to be always available to people who are at work:

|  |  |  |
| --- | --- | --- |
| **From your risk assessment, what degree of hazard is associated with your work activities?** | **How many employees do you have?** | **What first aid personnel do you need?** |
| **Low hazard**e.g., offices, shops, libraries | Fewer than 25  | At least one appointed person age7image12344 |
| 25-50  | At least one first aider trained in EFAW age7image15752 |
| More than 50  | At least one first aider trained in FAW for every 100 employed (or part thereof)  |
| **High hazard**e.g., light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture | Fewer than 5 age7image22528age7image22848 | At least one appointed person age7image24672 |
| 5-50 age7image25760age7image26240 | At least one first aider trained in EFAW or FAW depending on the type of injuries that might occur age7image28624 |
| More than 50  | At least one first aider trained in FAW for every 50 employed (or part thereof)  |

These guidelines are provided as an indication only and the organisation will examine its own requirements to establish if more or fewer first aiders are needed.

As with all assessments, the provision of first aid should be regularly re-assessed, particularly when there are changes.

## First aid arrangements

The findings of the needs assessment will indicate the level of first aid equipment, facilities and personnel required for the organisation. However, as a minimum there will be:

* A suitably stocked first aid kit
* Enough appropriately trained first aiders or an appointed person
* Employee information giving details of first aid arrangements

Where partners of the organisation are self-employed, the requirement to make adequate first aid provision still applies. Self-employed partners who share the premises with others including visiting clinicians are still required to provide adequate first aid provision for themselves following a suitable risk assessment of the workplace needs and activities.

## First aid roles

* **First aider**

 A first aider is someone who has undergone training and has proved their competence to deliver first aid treatment in the event of an injury or illness.

Trained first aiders have the skills to help someone who is:

* Unresponsive and breathing
* Unresponsive and not breathing
* Having a seizure
* Choking
* Bleeding heavily
* Suffering from shock
* Suffering burns

 A first aider’s certificate lasts for three years with annual refresher training recommended. Before the certificate expires, a first aider will need to complete a requalification course, as appropriate, to obtain another three-year certificate.

 Once the certificate has expired, the first aider is no longer considered to be competent to act as a workplace first aider.

* **Appointed person**

 Where the needs assessment identifies that a trained first aider is not required, then an appointed person should be nominated to take charge of first aid arrangements. This is the legal minimum requirement.

 An appointed person does not require formal training although the [HSE](https://www.hse.gov.uk/firstaid/first-aid-training.htm) strongly recommends that consideration is given to completing an emergency first aid training course. An appointed person’s role is to maintain the first aid equipment, in an emergency know the location of the first aid box and to be able to call the emergency services

* **Appropriately qualified medical staff**

Primary care organisations have staff who could provide assistance within their scope of professional practice even if they have not undertaken a first aid at work (FAW) or an emergency first aid at work (EFAW) qualification.

The HSE [Guidance on Regulations for the Health and Safety (First Aid) Regulations 1981](https://www.hse.gov.uk/pubns/priced/l74.pdf) advises that certain healthcare professionals are exempt from a qualification in first aid provided that 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:

* Doctors registered and licensed with the GMC
* Nurses registered with the NMC
* Paramedics registered with the HCPC

## First aid responsibilities

The organisation must ensure that all employees are notified of the first aid arrangements for the workplace and that the correct signage is displayed within its premises. Signs should be white markings on a green background and should clearly name the first aiders and appointed persons and identify the location of first aid boxes.

All staff have a responsibility to:

* Report all accidents or near misses through the appropriate recognised reporting system (See [Section 2.7](#_Accident_reporting))
* Assist any person who is injured or ill in the best way they can, even if all they can do is summon a first aider or appointed person or call an ambulance

## Appropriate training

Appropriate training as identified by the HSE includes:

* **First aid at work (FAW)**

 As well as the above, the first aid at work course also covers developing skills on a range of additional scenarios (such as hypothermia, head injuries and poisoning).

 The training course lasts for three days and is aimed at high-risk workplaces.

* **Emergency first aid at work (EFAW)**

 This training is suitable for anyone who might need to provide first aid to someone who is injured or becomes ill at work and covers common injuries and illnesses.

 This training course lasts one day and is aimed at low-risk workplaces.

## First aid equipment

The organisation will provide first aid kits as determined by the needs assessment. These will be stocked with a sufficient quantity of first aid materials and will be easily accessible. The content of each first aid kit will be checked frequently and restocked after any use.

The needs assessment may also indicate additional materials and equipment such as blankets, cleansing wipes, cutting implements and these will either be stored in the first aid box or separately.

As a minimum, each kit will contain:

* Individually wrapped sterile adhesive dressings (assorted sizes)
* Sterile pads (with attachments) for eye dressings
* Individually wrapped triangular bandages (preferably sterile)
* Safety pins
* Medium individually wrapped sterile wound dressings
* Large sterile individually wrapped wound dressings
* Disposable gloves

First aid kits must not contain any medicines such as creams or pain relief. If the organisation is buying a kit, one that meets British Standard (BS) 8599 should be sought. Although by law the kit does not have to meet this standard, it is important the kit contains that which has been identified in the needs assessment.

The size of the kit required is dependent on a combination of the level of risk and the number of employees in the workplace.

The table below provides guidance for employers. Special circumstances also need to be considered such as remoteness from medical services, special hazards such as the use of medical gases and sites with several buildings. In these situations, there may need to be more first aid kits than set out in the table.

|  |  |  |
| --- | --- | --- |
| **Category of hazard** | **Number of employees** | **Number and size of first aid kit** |
| **Low hazard**e.g., offices, shops, libraries | 1-24 | Small |
| 25-100 | Medium |
| More than 100+ | 1x Large per 100 employees |
| **High hazard**e.g., light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture | 1-4 age7image22528age7image22848 | Small |
| 5-25age7image25760age7image26240 | Medium |
| 25+  | 1x Large per 25 employees |

If an employee’s role involves a lot of driving, it may be prudent to keep a first aid kit in the vehicle.

There is no requirement for any additional first aid equipment beyond normal domestic needs if the work is low-risk, such as desk-based work when an employee is working from home

To promote compliance, a first aid box monthly checklist can be found at [Annex B](#_Annex_B_–).

## Accident reporting

As part of its general duty of care, outlined under the [Health and Safety at Work Act 1974](https://www.legislation.gov.uk/ukpga/1974/37/contents) and the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](https://www.legislation.gov.uk/uksi/2013/1471/contents/made), the organisation must recognise the importance of reporting all work-related accidents, incidents and near miss incidents which result in death or injury.

Accidents that occur to members of the public or others who are not at work at the organisation’s premises must be reported if the injury results in death or the person is being taken from the scene directly to hospital for treatment for that injury. There is no need to report an incident if a person is taken to hospital when no injury is apparent and this is only as a precaution.

All accidents and incidents including near misses will be reported and recorded in the accident book held by the organisation where appropriate. It is important that all staff and workers know how to report an incident and to whom. The person receiving a report should also have adequate training/experience to know what is expected of them and the actions to take.

The report should be completed either by the injured person (for minor injuries), the first-aider or the person reporting the incident should an injury render an employee unable to report it themselves.

Details of near miss incidents should be reported separately to the organisation.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, certain work-related accidents, diseases and dangerous occurrences will be [reported to the enforcing authorities](https://www.hse.gov.uk/pubns/indg453.pdf). The method of reporting is through the Incident Contact Centre.

For further detailed information, see the organisation’s [Accident Reporting Policy](https://practiceindex.co.uk/gp/forum/resources/accident-reporting-policy.867/).

## Facilities

The first aid needs assessment will identify if the provision of a suitable first aid room is required.

Trained first aiders should be responsible for the room and its contents. Wherever possible, the first aid room should be reserved for the purposes of first aid with washable surfaces, adequate heating, ventilation and lighting, a sink with hot and cold running water, be close to the point of access for transport to hospital and include a notice detailing the names and locations of first aiders.

## Shared premises

Where the organisation is located in shared premises, communication and co-operation across buildings or part of the building is required. This is to ensure an agreed protocol is established together with adequate provision of first aiders and equipment.

# Annex A – First aid needs assessment

|  |
| --- |
| **[Insert organisation name]**  |
| Name of risk assessor: | age2image5664 |
| Date: | age2image8192age2image8672 |
| Number of employees: |  |
| Max. number of GPs on site concurrently: |  |
| Min. number of GPs on site concurrently: |  |
| Max. number of nurses on site concurrently: |  |
| Min. number of nurses on site concurrently: |  |
| Premises layout (including number of floors): |  |

|  |  |
| --- | --- |
| Risk consideration – list significant hazards present within the workplace:Hazardous substances and gasesDangerous equipmentWorking at height or in confined spacesUse of tools and medical equipmentSlip and trip hazardsManual handling |  |

|  |  |
| --- | --- |
| People at risk – list categories:Employees including those with special needs/ health conditionsInexperienced staffYoung peopleNew and expectant mothersDisabled peopleVisitorsMembers of the public |  |

|  |  |
| --- | --- |
| Do any employees travel, work remotely, workalone? (Ensure adequate first aider coverage at all times) | Yes [ ]  No [ ]  |

|  |  |
| --- | --- |
| Summary of types of injuries and any illnesses that have occurred and accidents that could have led to first aid treatment |  |

|  |  |
| --- | --- |
| Do any employees work away from the organisation? | Yes [ ]  No [ ]  |
| Are there suitable first aid arrangements at these locations? | Yes [ ]  No [ ]  |
| Where employees participate in travelling as part of their duties, do the vehicles used contain first aid kits? | Yes [ ]  No [ ]  |

|  |  |
| --- | --- |
| Proximity to emergency services and hospital |  |

|  |  |
| --- | --- |
| Are there any trained first aiders already registered? | Yes [ ]  No [ ]  |
| Detail the names of any trained first aiders together with the expiry date of certificate. |  |
| Are there adequate arrangements in place for working away from the organisation and provision for sickness/holiday cover? | Yes [ ]  No [ ]  |

|  |
| --- |
| Risk rating following review of the above: |
| High | Medium | Low |

|  |  |
| --- | --- |
| Number of first aiders required for the organisation: |  |
| Type of first aid course required: |  |
| Other specific first aid requirements including equipment: |  |

|  |  |
| --- | --- |
| Review date: |  |

This risk assessment pro-forma should be completed and retained with the organisation risk assessment records. This information will help to identify the provision of first aid for the organisation.

This assessment should be completed in conjunction with the information supplied in the First Aid Policy.

# Annex B – First aid box monthly checklist

As a guide, where work activities involve low hazards, a minimum stock of first aid items might be as detailed below.

|  |  |
| --- | --- |
| First aid box location: |  |
| Checked by: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contents** | **Qty** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| First aid guidance leaflet |  1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Individually wrapped sterile plasters (assorted sizes) | 20 |  |  |  |  |  |  |  |  |  |  |  |  |
| Sterile eye pads |  2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Individually wrapped triangular bandages  |  4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Safety pins |  6 |  |  |  |  |  |  |  |  |  |  |  |  |
| Large individually wrapped, sterile, unmedicated wound dressings |  2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Medium sized, individually wrapped, sterile, unmedicated wound dressings |  6 |  |  |  |  |  |  |  |  |  |  |  |  |
| Disposable gloves (pair) |  3 |  |  |  |  |  |  |  |  |  |  |  |  |

**British Standard (BS 8599-1) for first aid kits in the workplace**

The British Standard (BS 8599-1) enhanced first aid kits are based on the original HSE first aid kits with additional items such as extra pairs of gloves, small dressings and plasters. Other useful items such as eyewash, burn dressings, foil blankets, face shields and scissors have also been added.

There is no longer a mandatory list of contents for first aid boxes. However, the HSE advises that the decision on what to provide will be influenced by the findings of the first aid needs assessment. An update in 2019 to the British Standard (BS 8599-1) for first aid kits in the workplace now includes the following specifications for monitoring first aid kits. Further reading can be sought from [HSE](https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm) about this standard.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contents** | **Small** | **Medium** | **Large** | **Travel** |
| First aid guidance leaflet | 1 | 1 | 1 | 1 |
| Medium sterile dressing | 2 | 4 | 6 | 1 |
| Large sterile dressing | 2 | 3 | 4 | 1 |
| Triangular bandage  | 2 | 3 | 4 | 1 |
| Safety pins | 6 | 12 | 24 | 12 |
| Eye pad sterile dressing | 2 | 3 | 4 | 1 |
| Wash proof assorted plasters | 40 | 60 | 100 | 10 |
| Alcohol-free moist cleansing wipes | 20 | 30 | 40 | 10 |
| Adhesive tape roll | 1 | 2 | 3 | 1 |
| Nitrile gloves – pair | 6 | 9 | 12 | 2 |
| Face shield | 1 | 1 | 2 | 1 |
| Foil blanket | 1 | 2 | 3 | 1 |
| Burn dressing 10 x 10 cm | 1 | 2 | 2 | 2 |
| Scissors/clothing cutters | 1 | 1 | 1 | 1 |
| Conforming bandage | 1 | 2 | 2 | 1 |
| Sterile finger dressing | 2 | 3 | 4 | 0 |
| Sterile eyewash 250 ml | 0 | 0 | 0 | 1 |

First aid boxes should be checked regularly to ensure that they are fully stocked and all contents are within the expiry date.