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Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

Appendix 7 - First Aid Procedure

Executive Sponsor & Function:

Director of Workforce and OD

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Approved by:

HEIW Executive Team

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1. Purpose and Scope

- 1.1 The Health and Safety (First Aid) Regulations 1981 require HEIW to provide adequate and appropriate first aid equipment, facilities, and training so that our employees can be given immediate help if they are injured or taken ill at work.
- 1.2 Health Education and Improvement Wales (HEIW) acknowledges that its offices and activities present a low hazard environment for employees. Despite this, staff and visitors can still suffer injuries or illness. First aid can save lives and prevent minor injuries or illnesses from becoming major ones.
- 1.3 This procedure specifies the minimum requirements and responsibilities for the provision of first aid when any work is being undertaken by HEIW.
- 1.4 HEIW will provide trained first aiders and first aid equipment, and training to provide a reasonably practicable level of medical advice and assistance.
- 1.5 This procedure applies to all HEIW staff.
- 1.6 This policy refers to physical first aid procedures only.

2. Aims and Objectives

- 2.1 The aim of this procedure is to ensure that suitable first aid provision is available to all staff.

2.2 HEIW will:

- Carry out an assessment of first aid needs;
- Provide training for all staff on ESR
- Provide trained First Aiders on site
- Provide suitably stocked first aid kits on all floors;
- Provide information about how to obtain first aid.
- Provide an AED (Defibrillator) - Located in Reception

3. Implementation

- 3.1 The Facilities and Compliance Manager will ensure that a first aid risk assessment is undertaken in line with the requirements of the First Aid at Work Regulations to determine the first aid facilities and training requirements for HEIW. This assessment will be completed in consultation with relevant staff, documented and reviewed every year.
- 3.2 HEIW will identify and appoint suitable number of first aiders in each of our work areas and arrange suitable training to ensure their competence. The Facilities and Compliance Manager will maintain a register of first aiders and will ensure that these are communicated on the intranet and notice boards.
- 3.3 The Facilities and Compliance Manager is also responsible for ensuring that HEIW displays suitable signage to indicate the name and location of first aiders, the location of first aid kits and emergency contact details.
- 3.4 The Facilities Management team will ensure that first aid kits are checked and restocked monthly. HEIW is unable to provide medicines such as pain relief.
- 3.5 In the event of any incident within Ty Dysgu that requires first aid treatment, a designated first aiders will administer treatment within their level of competence and arrange prompt and appropriate follow up actions such as arranging transport or contacting the emergency services.
- 3.6 If applicable, it is the duty of the first aider to remain with the injured/ill person until medical assistance arrives, and if required comply with the instructions of emergency services.
- 3.7 Following any first aid treatment, the first aider must record the treatment provided and report to the Facilities and Compliance Manager who will record it on Datix.
- 3.8 If working away from Ty Dysgu staff should ensure that they know the following details prior to the commencement of work:
 - The names and locations of the first aiders on other sites;
 - The location of first aid kits and other first aid facilities;
 - The emergency telephone numbers and the procedure for raising the alarm;
- 3.9 Staff should request the assistance of a first aider without delay, in any situation where first aid may be required.
- 3.10 In the absence of a first aider, medical assistance should be arranged by contacting the emergency services directly or by transporting the injured person to the nearest medical facilities.
- 3.11 In situations where an injured/ill person declines first aid treatment, the first aider must inform the person of the potential consequences of them declining to be treated and ensure that this is documented and reported.

- 3.12 If there is a clear medical emergency and there is any doubt about the health of the person, the Emergency Services must be contacted without delay.
- 3.13 It is the responsibility of the Facilities and Compliance Manager to report any accidents to the HSE which fall within the requirements of the RIDDOR Regulations.
- 3.14 Any HEIW staff member acting as a first aider is considered to be acting in the course of his or her employment when performing these functions. First aiders are expected to exercise reasonable care and due diligence in the performance of their duties.
- 3.15 If first aiders are advised that a person in their workplace has a medical condition, they are required to treat such information confidentially. Such information must only be revealed to the emergency services if necessary, should a medical emergency occur.

4. Roles and Responsibilities

- 4.1 The Chief Executive has overall responsibility for all matters of risk management; this includes first Aid at Work activities within the Trust. The Chief Executive will also have overall responsibility for ensuring that sufficient resources are provided to enable the policy to be implemented and to remain effective.
- 4.2 Facilities Management team is responsible for Conducting a workplace risk assessment (see Section 3 above) to determine the number of first aiders/Appointed Persons required, in order to ensure compliance with the Health and Safety Regulations.

Identifying employees who are willing to undertake first aid training

Ensuring the provision of first aid equipment in work areas where one or more Certified First Aider has been appointed, it would only be necessary to provide enough boxes to meet local requirements.

Communicating the location of the first aid equipment and names of Certified First Aiders (and Appointed Persons) to all staff within each respective work area. Such information should also be prominently displayed on strategically placed notices within the work area.

4.3 Role of the Certified First Aiders (FAW, EFAW)

- To administer first aid to employees in accordance with required to do so, and to refer staff for specialist help, when required.
- To record all treatment provided, including the nature of first aid given, together with the date and time it was given.
- To present themselves for training at the appropriate time.
- calling the emergency services when required

4.4 Employees- shall, in support of their managers and colleagues:

- Make themselves aware of all first aid arrangements within their immediate work area
- Acquaint themselves with the names and location of their nearest Certified First Aider.
- Report all incidents or near misses to HEIW.facilitiesmanagement@wales.nhs.uk

4. Training

- 4.1 All employees who are identified as first aiders or first responders will be trained in a suitably recognised first aid at work course which will be repeated at appropriate intervals.

- 4.2 Additional training will be provided as needed when meeting new hazards or methods of working.
- 4.3 AED (Defibrillator) can be used by any staff during an emergency without specialist training. The machine guides the user on how to safely use it in an emergency. HEIW will also provide training for resuscitation through an ESR module.

5. Monitoring

- 5.1 The first aid risk assessment along with this procedure will be reviewed annually by the Facilities and Compliance Manager and will include:
- Numbers and training of first aid personnel is in accordance with the first aid needs assessment;
 - Names and locations of first aid personnel are accurate;
 - First aid kits are adequately stocked, contents are in date and have been checked monthly;
 - First aider details are accurately displayed on noticeboards.