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

FIRST AID PROCEDURE

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First Aid Procedure

1. Purpose and Scope

- 1.1 The Health and Safety (First Aid) Regulations 1981 require us to provide adequate and appropriate first aid equipment, facilities and people 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. However, people at work can suffer injuries or be taken ill whether caused by the work itself or not. It can save lives and prevent minor injuries or illnesses 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 By providing suitable first aiders and first aid equipment, HEIW can ensure that all staff (and others) can be treated for minor injuries, the effects of more significant injuries can be minimised and suitable arrangements put in place for access to professional medical advice and assistance.
- 1.5 This procedure applies to HEIW offices, sites under the control of HEIW and sites under the control of others where HEIW employees are working.
- 1.6 This policy refers to physical first aid procedures and not mental first aid procedures which are covered in a separate procedure.

2. Aims and Objectives

- 2.1 The aim of this procedure is to ensure that suitable first aid provision exists wherever employees of HEIW operate.
- 2.2 HEIW will:
 - Carry out an assessment of first aid needs;
 - Decide upon the number of trained first aid personnel required and their level of training;
 - Provide suitably stocked first aid kits;
 - Provide information about how to obtain first aid.

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 and first responders 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 throughout the business.
- 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 Appointed first aiders must ensure that there are sufficient first aid kits (and other first aid facilities) within their work areas and to check their allocated first aid kits on a monthly basis and arrange for restocking of kits via the Facilities and Compliance Manager.
- 3.5 In the event of any incident within Ty Dysgu that requires first aid treatment, 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 using the HEIW Accident Reporting Form plus notify the Facilities and Compliance Manager of the incident.
- 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;
 - 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 communicate to the Facilities and Compliance Manager.
- 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. Further details on the requirements for this can be found in the Incident Reporting & Investigation procedure.
- 3.14 Any HEIW staff member who has agreed to act 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 but HEIW regards itself liable for any claim that arises out of a staff member performing first aid in good faith and due diligence.

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 absolutely necessary, should a medical emergency occur.

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 on an as needed basis, including the provision of specialised equipment such as AEDs or when coming into contact with new hazards or methods of working.

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 aid personnel are accurately displayed on noticeboards.