

HSP 07 First aid

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1. Introduction

Employees at work can suffer injuries and illness and it is important that arrangements exist for them to have prompt first aid attention. If the need arises our first aiders are authorised to provide first aid assistance to visitors and those in the vicinity of our premises.

2. What the Regulations require

The Health and Safety (First Aid) Regulations require managers to provide adequate and appropriate first-aid equipment, facilities and people so employees can be given immediate help if they are injured or taken ill at work. There is no legal obligation to make first-aid provision for non-employees (such as residents and visitors) however it is advisable to consider in an assessment of first-aid needs for the care home.

3. Assessing the risk

Each home should perform a documented risk assessment (HSP 07A) to define what first aid needs are required. The minimum requirements are: -

- Suitably stocked and in date first aid kit and eye wash.
- Information for employees about first-aid arrangements.
- Trained first aid personnel (to cover day & night).

4. Assessing the type and number of first aiders needed.

First aiders should possess a valid certificate of competence issued by an approved training provider in either emergency first aid at work (EFAW) or first aid at work (FAW). EFAW is typically a one-day course whereas FAW is a 3-day course. Both certificated courses are valid for 3 years.

The hazards associated with operating a care home are classified as medium risk. The recommendations for this risk category to decide first aider requirements is to link the type and numbers of first aiders to the usual number of employees present within the home.

Less than 50 employees present	At least one first aider trained in EFAW or FAW
More than 50 employees present	At least one first aider trained in FAW.

Adequate first aider provision needs to be provided both during the day and night. In addition, it is recommended that social events co-ordinators should also complete EFAW training.

Nurses acting as First Aiders

The following persons can administer first-aid in the workplace without the need to hold a EFAW or FAW qualification.

- Nurses registered with the Nursing and Midwifery Council

The HSE consider that such staff have the training and experience provided they can demonstrate current knowledge and skills in first aid.

Mental Health First Aid

Following the completion of our first aid needs assessment it has been determined that it would

be beneficial to also have personnel trained in mental health first aid (MHFA). Appropriately trained staff will be able to identify symptoms and support those experiencing a mental health issue.

It is recommended to have 3 x qualified Mental Health First Aiders per home.

5. First Aid provisions

First Aid boxes

First aid kits are a legal requirement for every workplace. It must also be clearly marked in a green box with a white cross on it. The boxes should be BS-8599 compliant and are supplied as either small, medium or large. As multiple first aid boxes are provided in all our care homes all size boxes are appropriate.

Staff should all be made aware of where their nearest first aid box is located; it should be easily accessible for people and the contents should be checked regularly to make sure all items are in stock and in date.

Tablets, medicine must not be kept in the first-aid box.

The locations of the first aid boxes should be either in central locations or close to the hazards. Typically locations include the laundry, kitchen, nurse stations & minibus.

Eye wash

Eye wash bottles should be provided where there is a risk of chemical splashes to the eyes. These locations are typically in the laundry and the kitchen and the bottles should be positioned within easy reach. The bottles have a breakable seal and expiry date.

Defibrillators

Each home has a defibrillator located within the home (with exception of Cotswolds) who have one available in Village Hall. The defibrillators are located within the Reception area of each home positioned within a cabinet.

The Defibrillators are registered onto the national defibrillator network 'the Circuit', and available for any emergency responder or member of the public to use.

6. First aid signage

All first-aid boxes should have a white cross on a green background. Similarly lists of current first aiders should be provided in each nurse stations and reception. These signs should similarly be green and white.

7. Checking first aid box contents & other Emergency equipment

At least one individual within the home should be tasked with regularly checking that the first aid boxes are still available and contents are complete. The frequency for this check can be determined by the home General Manager, but should be between monthly and six monthly. Form HSP 07B is provided to record completion of this check.

Applying easy break labels or tags on your first aid boxes will help identify whether the box has been opened.

Defibrillators & other Emergency equipment

Equipment should be checked by an appropriately trained member of staff weekly. Confirmation that the Defibrillator has been checked and ready for use should be recorded on 'the Circuit' weekly.

8. Associated Documents

- HSP 07A First Aid risk assessment
- HSP 07B First Aid box checklist

9. A Summary of the main points

Check that:

- A first aid risk assessment has been completed.
- You have adequately number of current trained first aiders to cover day and night.
- First aid boxes, and defibrillators (where provided) are in position and being regularly checked.

10. Document history

Author	Steve Andrews (Health & Safety Manager)
Date of Implementation	08/07/2016
Date of review	01/01/2027

Issue	Date	Author	Reason
1.0	08/07/2016	Steve Andrews	Updated document replaces old HSP06.
2.0	10/01/2018	Steve Andrews	Full review – no changes
3.0	06/07/2020	Steve Andrews	Added authority to provide first aid to visitors (Section 1). Added section on mental first aid (Section 4).
4.0	07/01/2021	Steve Andrews	Full document review – no changes.
5.0	21/05/2021	Steve Andrews	Clarification added into Section 4 around Nurses not requiring formal emergency 1 st Aid training.
6.0	05/10/2022	Steve Andrews	Added sections on Mental health 1 st Aiders, Defibrillators & Anti choking devices.
7.0	21/01/2024	Steve Andrews	Full document review – added reference to associated documents (Section 8)
7.0	24/02/2024	Steve Andrews	Banner updated, no other changes, issue number kept same.

7.1	04/12/2024	Steve Andrews	Removed reference to Life Vac units following Safety Alert 38 – Removal of Life-vac.
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