**Introduction**

Managers are required to provide adequate and appropriate equipment, facilities and personnel to enable employees to be given first aid if they are injured or become ill while at work.

**Definitions**

First aider – someone who administers first aid, has undergone a training course in administering First Aid at Work (FAW) and holds a current FAW certificate or an Emergency First Aid at Work (EFAW) certificate.

Appointed person – someone who:

* takes charge when someone is injured or falls ill, including calling an ambulance
and
* looks after the first aid equipment e.g., takes responsibility for restocking the first aid box.

Appointed persons should not attempt to give first aid they have not been trained to give, although short emergency first aid training courses are available. Remember that an appointed person should be always available when people are at work. Because of this you may need to appoint more than one person, to take into account holidays and sickness.

**Scope**

Managers within KCC are responsible for providing their employees with first aid cover while they are at work.

Although the Health and Safety (First Aid) Regulations only apply to employees and trainees, managers should also make adequate provision for non-employees at the workplace such as pupils and students, residents of homes, volunteers and visitors to KCC premises.

**The why, what and how**

Managers must first assess what their first aid needs are by carrying out a risk assessment. The risk assessment is designed to allow managers to establish how many first aiders or appointed persons they need for their workplace.

Approved first aid training must be given to first aiders and appointed persons.
First aid boxes must be available and contain the appropriate equipment and employees must be informed of first aid arrangements.

See Appendices and Frequently Asked Questions for more information on providing first aid personnel and equipment.

The documentation below refers to legislation and to Industry Standards. To read these in greater detail, select the website link and type in the name of the document you require.

**Documentation**

Available free from the HSE:

First Aid at Work – You Questions Answered INDG214

Basic Advice on First Aid at Work INDG347 2017

First Aid at Work – The Health and Safety (First Aid) Regulations 1981

Guidance on First Aid for Schools – A Good Practice Guide (DfE 2014)

**Appendices**

Appendix 1 - Risk assessment for first aid needs

Appendix 2 – Guidance on number of first aiders needed

Appendix 3 – List of suggested first aid equipment

Frequently asked questions

**Do I need first aiders or appointed persons in my workplace?**

There is a minimum standard that stipulates there should be a minimum of one first aider for every 50 or more employees/trainees employed at any one time.

While heads of establishments must determine their actual requirements, both the Health and Safety Executive, Employment Medical Advisory Service and the Department for Education suggest that you should consider the total number of persons in a premise at any one time when calculating the number of first aiders needed.

What counts as adequate and appropriate first aid will depend on the circumstances within the workplace.

Managers will need to assess their first aid needs by carrying out an assessment of significant risks.

They will then need to consider the risks of injury and ill-health identified in the risk assessment.

See Appendix 1 – for assessing first aid needs.

**How do I know how many first aiders and appointed persons I need?**

After completing a risk assessment, managers should be able to identify how many first aiders or appointed persons they need in relation to categories of risk and the number of employees, volunteers, pupils, visitors etc., they have. They should consider the circumstances that relate to each particular organisation or work site.

See Appendix 2 – for guidance on the level of first aiders.

**How many first aiders or appointed persons do I need in my school?**

Although schools will generally fall into the lower risk category, some schools or areas of activity may be medium risk.  Schools should base their provision on the results of their risk assessment.

If there are parts of the school where different levels of risk can be identified, the employer should consider making different levels of provision in different areas and departments.

The governing body/headteacher should also consider:

* adequate provision for lunchtimes and breaks
* adequate provision for leave or sickness absence
* first aid provision for off-site activities such as school trips
* adequate provision for practical departments e.g., science, technology, physical education
* adequate provision for out-of-hours activities e.g., sports activities, clubs.

See Appendix 2 – for guidance on the level of first aiders.

**What level of training do first aiders or appointed persons need?**

Employees who volunteer to carry out first aid duties must attend a training course appropriate to the level identified in their risk assessment.

First aiders should attend a three-day training course and appointed persons should attend a half day course as a minimum.  There is also an Emergency First Aid at Work (EFAW) one-day course available where the risk assessment identifies a low risk.

Details of first aid courses can be obtained from Learning and Development on HRLearning&Development@kent.gov.uk

**How many first aid boxes should I have?**

All premises, depots and sites, however small, should have at least one properly stocked first aid box.  For larger premises, the number of first aid boxes should:

* relate to the number of employees
* others on the premises
* the layout of the premises.

It may be appropriate to issue travelling first aid kits to employees who work alone or in small groups away from the premises.

**What equipment should be in the first aid box?**

There is no standard list of items for first aid boxes under the Health and Safety (First Aid) Regulations 1981, as it depends upon the outcome of the risk assessment. Where there is no special risk, the list in Appendix 3 – Suggested list of first aid equipment, should be a basic minimum.

First aid boxes for kitchens should also contain waterproof dressings, as required by the Food Safety and Hygiene (England) Regulations 2013.  Blue coloured dressings are recommended.

**Can I keep medicines such as Aspirin or Paracetamol in the first aid box?**

Aspirin or Paracetamol can be held but must be kept separately from the first aid box and stored securely for safety. They should only be given out on request and not prescribed.  Anyone who repeatedly asks for them should be refused and advised to see their doctor.

Prescribed medicines administered in schools during the day at parents’ request, must be clearly labelled with the pupil’s name and held in a designated lockable cupboard/box. Each dose given at school must be recorded showing the time, date and who administered them. For further information, please refer to the guidance on KELSI – supporting pupils at school with medical conditions.

**How do I inform employees of first aid arrangements?**

Employees must be informed of first aid arrangements.  Putting up notices telling staff who and where the first aiders or appointed persons are, and where the first aid box is, will usually be sufficient. Alternative arrangements should be made to give first aid information to employees with reading or language difficulties.

**Can I keep plasters in my first aid box?**

Plasters can be kept in the first aid box as recommended by the Health and Safety Executive.  First aiders should be aware that some people are allergic to plasters and should ask the patient before administering first aid.

**Who is responsible for keeping the first aid boxes equipped with stock?**

The appointed person is responsible for looking after the first aid equipment and ensuring first aid boxes are kept stocked.

**Can I be sued as a first aider if I do something wrong?**

Kent County Council has very extensive insurance cover. The following comment is relevant to any situations that might arise from the administration of first aid:

“Individual members of staff are indemnified against having to pay damages and would only be vulnerable personally if they had deliberately contravened an instruction or acted in a way which was grossly careless.”

**Do I need to record incidents requiring the attention of a first aider?**

KCC recommends the on-line HS157 Accident/Incident Report form is completed. The information can help you identify accident trends and spot possible areas for improvement in controlling health and safety risks. It can also be used for reference when assessing future first aid needs. This record book is not the same as the statutory accident book, although the two could be combined.

In circumstances where the first aider or appointed person has completed the on-line accident/incident report form, they must ensure a copy of the pdf is passed to the local manager of the injured person, who must hold a copy on site.