



Leicester Event Medical LTD

First Aid At Work Procedure

DOCUMENT PROFILE

Purpose of the document: Defines the Company's responsibility to administer first aid within LEM premises and covers the procedures upon delivery of first aid treatment, and the contents of the first aid boxes.

Author/Reviewer: C.Johnston. To be reviewed by December 2019.

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Date	Author/Contributor	Amendment Details

1. Introduction

The Leicester Event Medical(LEM) is committed to providing safe and healthy places of work and will at all times strive to reduce the risk of injury to staff. The Company recognises and accepts its responsibilities as an employer to provide first aid to all its staff and third parties who become ill or suffer an injury whilst in its premises.

The nature of LEM is such that the majority of its staff are medically trained in first aid, but there will be occasions when staff or visitors may require first aid attention where trained operational staff are not readily available to provide assistance.

In these locations a number of non-operational staff will be trained as first aiders in order to render first aid in offices, workshops and control rooms.

2. Scope

This procedure covers the responsibilities of all people relevant to the provision of first aid within LEM premises. It also covers the procedure for administering first aid, and the contents of the first aid kits (main box, as well as travel kits).

This procedure does not cover specific first aid methods or theory; that will be delivered on an accredited first aid training course.

3. Objectives

This procedure defines the Company's responsibility of administering first aid within LEM premises. It also covers the procedures for delivery of first aid treatment, and the standardised contents of the first aid boxes, as well as travel first aid boxes for workers spending significant time away from their normal place of work.

4. Responsibilities

4.1 Director/Company Secretary

- The Director has overall responsibility of Health & Safety of staff including the provision of First Aid arrangements.

4.2 Health and Safety Advisor

- To advise on available providers for First Aid Training Courses

4.3 Line Management

- To ensure there is a suitable First Aid kit provided;
- To ensure suitably trained person/persons are appointed to take responsibility for: first aid; ensure that a suitable first aid box is provided and adequately stocked (funding provision and replenishment of equipment and first aid training will be through local budgets).

4.4 First Aiders

- To act as the First Aider at their given location;
- First Aiders are responsible to ensure that their qualification is current and should advise their line management about impending refresher training requirements.

5. Definitions

First Aid is the emergency care or treatment given to an ill or injured person before regular medical aid can be obtained

6. Procedure

The duty of the First Aider is to preserve life until the attendance of an emergency ambulance or other suitably qualified persons, and to reassure the patient.

First Aiders are not permitted to issue drugs of any description or to offer medical advice.

Line managers are responsible to appoint suitably trained First Aiders (nominated person for office-type environments) for all places of work. This can be shared between departments up to a ratio of 1 first aider for every 50 employees. Individuals identified for the role will be sent on an appropriate first aid course. Those working in non-hazardous environments e.g. office buildings will attend an accredited nominated persons course as defined in the Health and Safety (First Aid at Work) Regulations 1992. Those working in hazardous areas (i.e. Fleet Workshops) will attend a 4 days appointed person's course. The funding for training courses will be via local budgets.

Once appointed and trained, the line manager must ensure the name of the first aider will be added to the appropriate. During the quarterly premises inspection, appointed first aider's names should be listed in the appropriate section, to allow

the Health, Health and Safety department to monitor the availability of Company wide first aid cover.

In the event of an accident or a member of staff feeling unwell, the first aider should treat the patient. The first aider will ensure after treatment, that the patient's name, nature of illness, and details of any treatment are recorded on an Incident Report form. The time, date and location must also be recorded.

If the injury is a simple cut or abrasion, the first aider should clean the wound and apply an adhesive dressing. If the patient feels unwell, they should be allowed to rest for 30 minutes. If the patient continues to feel unwell they should either be taken home by a Service vehicle or taken to the most appropriate care centre (e.g. Minor Injuries Unit, Urgent Care Centre, or A&E).

If a first aider considers an incident is serious and that emergency treatment is required, they will be responsible for dialing 999 to summon an ambulance. The First Aider will remain with the patient and brief the ambulance crew on their arrival. If necessary, the First Aider should accompany the patient to hospital or arrange for another member of staff to do so. The first aider or member of staff who accompanies a patient to hospital should remain with them until the completion of treatment or until the family arrives.

First Aiders are expected to set an example by maintaining a high level of personal hygiene, e.g. washing their hands and removing overalls, if relevant, before administering treatment of any kind. If a first aider needs to deal with bleeding, burns, sickness or risk of contact with bodily fluids, they should wear protective gloves provided in every First Aid box. Gloves should be disposed of safely after treatment, using a Clinical Waste Bag. Any clothing, which becomes soiled, should be removed as soon as appropriate and cleaned. Treatment dressings or swabs should be disposed of as Clinical Waste.

In the event of artificial resuscitation being required, a single use airway (provided in each first aid box) face shield should be used rather than direct mouth to mouth contact.

7. First Aid Box/Kits

First aiders will be responsible for restocking their first aid box. Funding for the replacement stock should be via local budgets.

The contents of the First Aid boxes is set out in Appendix 1. The minimum contents of a travel kit are set out in Appendix 2.

8. Absence of First Aiders

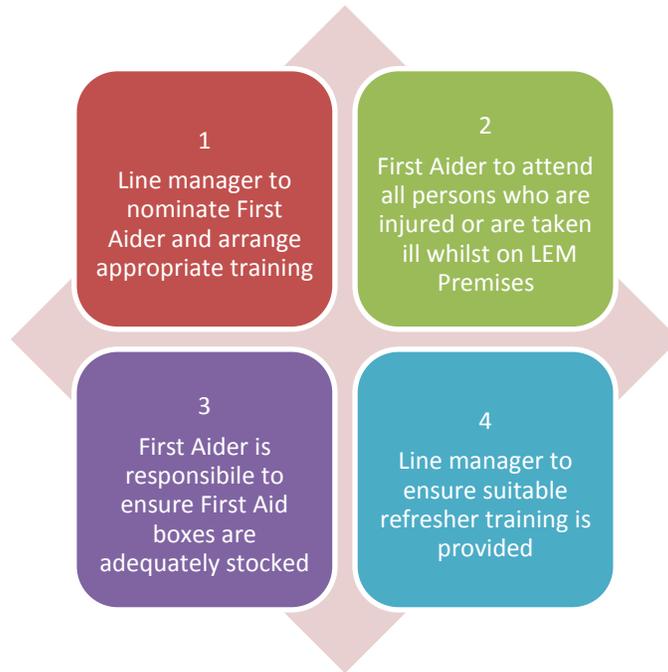
In the absence of the nominated First Aider, the nearest available First Aider within the premises will cover the duties.

In the case of longer absences, arrangements by the line manager will be made to cover the duties.

9. Travelling or Lone Workers

Staff who are required to spend substantial periods of time travelling or working alone in hazardous environments should be with Travel First Aid Kits (Appendix 2) by their line manager.

Summary of Key Responsibilities within HS013



IMPLEMENTATION PLAN	
Intended Audience	All LEM Staff
Dissemination	Available to all staff on SALUS and to the public on the LEM website.

Communications	Revised Policy and Procedure to be announced on SALUS and a link provided to the document.			
Training	As discussed in section 6			
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
Levels of first aid cover.	Quarterly premises inspection report, and annual H&S audit.	To be identified by Health and Safety, and raised at Sector level.	Corporate Health and Safety Committee.	Discussion at Sector meetings.

Health and Safety Guidance

Appendix 1

FIRST AID BOX Contents Check List

First aid boxes

Contents

- One guidance card listing the required content of the first aid box.
- Six safety pins.
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment. In catering area detectable plasters should be used.
- Six individually wrapped triangular bandages.
- Three extra-large, individually wrapped un-medicated wound dressings (No.8).
- Two large sterile individually wrapped un-medicated wound dressing (No.9).

- Airway.
- Two sterile eye pads with attachments (No.16).
- Mains tap water may be used for eye irrigation. If mains tap water is not available then 3 x 300 ml of sterile water or saline in sealed disposable containers will be provided.
- Disposable medical examination gloves and aprons should be stored in an appropriate manner near the first aid box.
- Where an employee has received special training in the administration of an antidote or in the use of special equipment then this should be securely stored in or near the first aid box.

Please note:

First aid boxes should only contain materials and equipment that the First Aider responsible for the box has been trained to use.

First aid boxes should not contain antiseptics, burn sprays, aspirins (or similar), eye baths or eyecups.

Located near the to the First Aid box will be a pair of blunt nosed scissors for use in cutting clothing should it be necessary and eye cleansing equipment i.e. 3 x 300 ml of sterile water or saline in sealed disposable containers and eye baths.

TRAVEL FIRST AID KIT Contents Checklist

Travel Kit

Contents (minimum)

- One guidance card listing the required contents of the First Aid kit.
- Six individually wrapped sterile adhesive dressing.
- One large sterile un-medicated dressing (No.9).
- Two triangular bandages.
- Two safety pins.
- Individually wrapped moist ceansing wipes.