

First Aid at Work

Guidance for Managers



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FIRST AID AT WORK

GUIDANCE FOR MANAGERS

1.1 INTRODUCTION

1.1.1 First aid can save lives and prevent minor injuries becoming major ones and covers the initial management of any injury or illness.

1.1.2 Under the Health and Safety (First Aid) Regulations 1981 all workplaces must make provision for first aid for employees, to be readily available at all times, including the duty to:

1. Provide adequate and appropriate first aid equipment and facilities
2. Provide an adequate and appropriate number of first aid personnel.
3. Inform employees of first aid arrangements.

1.2 ASSESSMENT OF FIRST AID NEEDS

1.2.1 How much first aid provision required depends on the circumstances in each workplace. Managers should undertake an assessment of needs including consideration of the following:

- Nature of the work;
- Number of employees at the workplace;
- Past history and consequences of accidents;
- Nature and distribution of the workforce - e.g. employees at greater risk (young workers, trainees etc.); shift working; location of work groups;
- Needs of travelling, remote and lone workers;
- Needs of service users, pupils and members of public;
- Cover for leave/absence of First Aiders.

1.3 FIRST AID PERSONNEL

1.3.1 Carmarthenshire County Council standard level of training to be undertaken is the one day Emergency First Aid at Work (EAFW) training. Those who believe that the higher level of first aid cover and training is required within their workplace/department will be required to undertake a detailed assessment of need via an assessment of risk, in liaison with their health and safety advisor, to support their request.

1.3.2 As a general guide the following numbers can be used:

Category of Risk	Numbers Employed	Suggested Number of First Aid Personnel at any location
Low Risk	1-25 25-50 50+ 100+	1 x Appointed Person 1 x EFAW 1 x EFAW 1 x EFAW per 50 employees
High Risk	1-5 5-50 50+	1 x Appointed Person 1 x EFAW 1 x EFAW per 50 employees
School Settings where Early Years Foundation Stage (EYFS framework applies)	N/A	At least one person who has a current paediatric first aid certificate (1 day) must be on the premises at all times where children (4 and under) are present, and must accompany children on outings etc.

1.4 FIRST AID EQUIPMENT

1.4.1 There is no mandatory list of items to put in a first-aid box. It depends on what your assessment determines your needs to be.

1.4.2 As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

CONTENTS	LEAFLET	CONTENTS LIST	MEDIUM DRESSING	LARGE DRESSING	TRIANGULAR BANDAGE	SAFETY PINS	EYE PADS	PLASTERS	WIPES	ADHESIVE TAPE	NITRILE GLOVES (PAIRS)	FINGER DRESSING	RESUS FACE SHIELD	FOIL BLANKET	EYE WASH (250ML)	BURN DRESSING	SAFETY SHEARS	CONFORMING BANDAGE
TYPE OF KIT																		
SMALL	1	1	4	1	2	6	2	40	20	1	6	2	1	1	0	1	1	1
MEDIUM	1	1	6	2	3	12	3	60	30	1	9	3	1	2	0	2	1	2
LARGE	1	1	8	2	4	24	4	100	40	1	12	4	2	3	0	2	1	2
TRAVEL	1	1	1	1	1	2	0	10	4	1	1	0	1	1	1	1	1	1

1.4.3 The first aid needs assessment should consider whether further first aid equipment is required. The assessment should determine for example whether:

- Chemicals are being used and whether there are specific first aid measures detailed on the safety data sheet and COSHH assessment;

- Dust or other materials are in use requiring eyewash stations to be provided;
- Hot work is undertaken and may require burns kits to be provided;
- Specific vehicle kits are required etc. (A foil blanket is recommended as part of the kit)

Please note that medication, creams and ointments must not be stored in first aid kits.

1.4.4 As a guide the following table shows the type of First Aid Kit required for compliance dependent on risk and number of employees affected.

From your risk assessment, what degree of hazard is associated with your work activities?	How many employees affected?	What First Aid equipment is required?
Low Hazard	1-25	1 small workplace compliant first-aid kit.
	25-50	1 medium workplace compliant first-aid kit.
	50 +	1 Large workplace compliant first-aid kit.
High Hazard	1-5	1 small workplace compliant first-aid kit.
	5-50	1 medium workplace compliant first-aid kit.
	50+	1 Large workplace compliant first-aid kit.

1.5 FIRST AID SIGNS

1.5.1 In order to ensure that employees are aware of who the first aider is in their workplace and where the first aid kit is located it is recommended that signs be placed in suitable locations.

1.6 FIRST AID PAYMENTS

1.6.1 It is no longer Carmarthenshire County Council policy to pay one day trained first aid personnel. Payments for 3 day trained first aid personnel will only be agreed with the Departmental Director's approval subject to an appropriate assessment of needs.



SECTION 2:

First Aid Training Guidance

2.1 FIRST AID TRAINING

2.1.1 An outline of the first aid courses and guidance on how to book a course is detailed below:

2.1.2 Emergency First Aid at Work – 1 day course

2.1.3 This one day course will give nominated first aiders the skills and knowledge to practice basic lifesaving first aid. The certificate is valid for three years. It is recommended that a skills update course is attended every 18 months.

2.1.4 Contents include:

✓ Health and Safety (First Aid) Regulations	✓ Resuscitation
✓ Managing an incident	✓ Shock
✓ the priorities of first aid	✓ Bleeding
✓ Treatment of an unconscious casualty	✓ Seizures
✓ Common workplace injuries	✓ Minor Injuries/ill health conditions
✓ Use AED & Heart Attack Management	✓ Brief covering of major injuries
✓ Choking	✓ FA Kits
✓ Burns	✓ DRABC
✓ Head to Toe Survey	✓ Hypovolemic Shock
✓ External bleeding	

2.1.5 First Aid at Work – 3 day course

2.1.6 This course is only available where a risk assessment or the requirements of the post identify the need for a 3 day qualification. This course covers the practical skills needed by a first aider in the modern workplace. The course will give you the confidence and knowledge to deal with more complex first aid emergencies. The certificate is valid for three years when staff will need to attend a two day refresher course.

2.1.7 Contents include **All** of 1 day EFAW course plus more in depth on:-:

✓ Accidents and illness	✓ Seizures
✓ using a first aid kit	✓ Asthma
✓ Simple record keeping	✓ severe allergic reaction
✓ Treatment of an unconscious casualty	✓ Eye injuries
✓ Heart attacks	✓ Low blood sugar
✓ Resuscitation	✓ Fainting
✓ Shock	✓ Recovery Position
✓ Choking, bleeding, burns and scalds	✓ Fractures
✓ Poisoning	

2.1.8 Paediatric Emergency First Aid at Work – 1 day course

2.1.9 This one day course will give nominated first aiders the skills and knowledge to practice basic lifesaving first aid in a paediatric setting (schools, nurseries, meithrin, crèches, Children Centres). The certificate is valid for three years. It is recommended that a skills update course is attended every 18 months.

2.1.10 Contents include:

- As 1 day EFAW course.

2.1.11 Specialist First Aid related training can be arranged as required including:

- Choking Rescue and Resuscitation in a Learning Disabilities Setting
- Administration of Buccal Midazolam

2.1.12 Please note these courses are procured externally and all costs will be recharged to the service requesting the service

**For further details please see the Learning & Development Plan
or contact [Eddie Cummings](#) – 01267 246180**