



London Ambulance Service **NHS**
NHS Trust

First Aid at Work Procedure

DOCUMENT PROFILE and CONTROL.

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

Sponsor Department: Health, Safety and Risk Department

Author/Reviewer: Administration Manager Safety & Risk. To be reviewed by March 2015.

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03/03/11	1.5	Administration Manager Safety & Risk	Revised
12/01/11	1.4	Head RM	Further changes
22/12/11	1.3	Senior Safety & Risk Advisor	Amendments
30/09/10	1.2	Administration Manager Safety & Risk	Added scope, objectives, monitoring
05/07/10	1.1	Records Manager	Reformatted

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

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Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	Health and Safety (First Aid) Regulations 1992	
HS/ 011	Incident Reporting Procedure	

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

1. Introduction

The London Ambulance Service (LAS) 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 Trust 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 the LAS is such that the majority of its staff are medically trained in first aid, but there will be occasions when staff or visitors may need 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 EOC/UOC control rooms.

2. Scope

This procedure covers the responsibilities of all people relevant to the provision of first aid within LAS premises. It also covers the procedure upon 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 Trust's responsibility of administering first aid within LAS premises. It also covers the procedures upon 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 place of work.

4. Responsibilities

4.1 Director of Human Resources and Organisational Development

- The Director of Human Resources and Organisational Development has overall responsibility of Health & Safety of staff including the provision of First Aid arrangements.

4.2 Safety and Risk 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/person's in appointed locations to take responsibility for first aid, and ensure that a suitable first aid box is provided, highlighted through signage and adequately stocked (funding of initial provision and replenishment of equipment and first aid training will be through Complex/Department budget)

4.4 First Aiders

- To act as the First Aider at their given location;
- First Aiders are responsible for ensuring that their qualification is current and should liaise with line management on their 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 Aiders is to preserve life until the attendance of an emergency ambulance or other suitably qualified persons, and to reassure the patient and in the event of a serious accident.

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

Line managers are responsible for appointing 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. Once these individuals commit to the role, they 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 Complex/Department budgets.

Once appointed and trained, the line manager must ensure the name of the member of staff will be added to the signs around the premises to make everyone aware. During the quarterly premises inspection, the names of all of the appointed first aiders should be listed in the appropriate section, to allow the

Health, Safety and Risk department to monitor the availability of first aid cover throughout the LAS.

In the event of an accident or a member of staff feeling unwell, the first aider should be called to treat the patient. The first aider will ensure after treatment, that the patient's name, nature of illness, patient's condition and details of any treatment given are recorded on an Incident Report form (LA52). The time, date and location will also be recorded.

If the injury is a simple cut or abrasion, the first aider or the patient can clean the wound and apply an adhesive dressing. If the patient feels unwell, he or she 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 nearest hospital.

If a first aider considers an incident is serious and that emergency treatment is required, he or she 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 accompany them. The first aider or other member of staff who accompanies a patient to hospital should remain with them until the completion of treatment or until the family of the member of staff have been summoned.

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, he or she should wear protective gloves provided in every First Aid box. Such gloves should be disposed of safely after treatment, using a Clinical Waste Disposal Bag. Any clothing, which becomes soiled, should be removed as soon as appropriate and carefully cleaned. Any treatment dressings or swabs etc should also be safely disposed of in a Clinical Disposal Waste Bag or Bin.

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.

Any First Aider required to provide treatment whilst suffering from a cut or abrasion, should ensure that such cuts or abrasions are adequately protected.

7. First Aid Box/Kits

Each first aider will be responsible for their First Aid box and for re-stocking through their line managers, so that minimum contents are always available. Funding for the replacement stock should be via Complex/Department budget.

The contents of the First Aid boxes will be as set out in appendix 1. The minimum contents of a travel kit are set out in appendix 2.

Replenishment of the contents of First Aid boxes is the responsibility of the first aider and the ordering should be via the appropriate Support Services or nominated manager for the location.

8. Absence of First Aiders

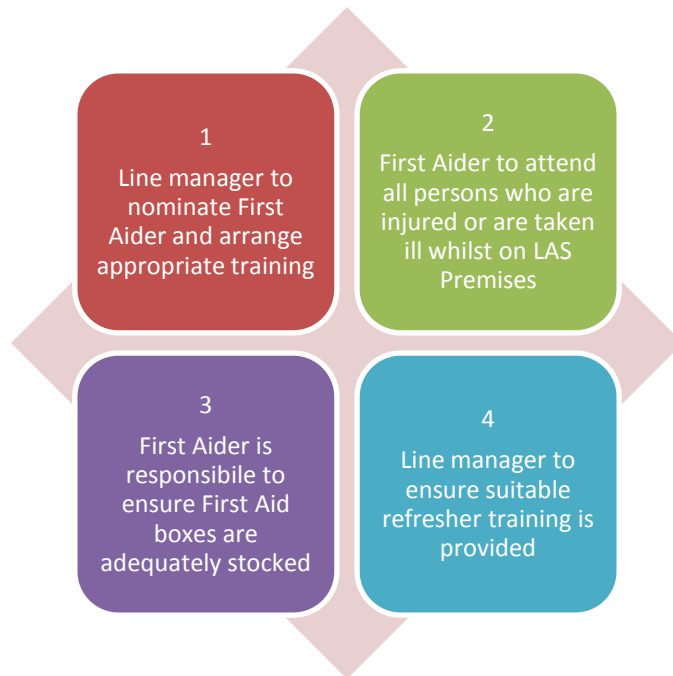
In the absence of the locally nominated first aider, the nearest available First Aider in the building will cover the duties.

In the case of longer foreseen absences, arrangements by the line manager will be made for a suitably trained deputy to cover the duties.

9. Travelling or Lone Workers

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

Summary of Key Responsibilities within HS013



IMPLEMENTATION PLAN	
Intended Audience	All LAS Staff
Dissemination	Available to all staff on the Pulse and to the public on the LAS website.
Communications	Revised Policy and Procedure to be announced in the RIB and a link provided to the document.
Training	All first aiders will undergo a certified first aid at work training. First aiders will receive refresher training every 3 years.
Monitoring	<ul style="list-style-type: none"> This procedure will be monitored through the Corporate Health and Safety Group.

**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 cleansing wipes.