



Somerset
Council

Health & Safety Policy Manual – First Aid HS 012

Organisation	Somerset Council
Title	First Aid HS012
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Owner	Safety Officer – Corporate Health & Safety
Protective Marking	OFFICIAL-Unclassified
Primary Legislation	

Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and implementing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation.
- **Informed** – the person(s) or groups to be informed after policy implementation.

Responsible	Corporate Health and Safety Unit
Accountable	Chief Executive
Consulted	HR, Unions, Health, Safety and Wellbeing Steering Group (HSWSG)
Informed	All Members, employees, contractors, volunteers and 3 rd parties

Version History

Revision Date	Author	Version	Description of Revision
November 2015	Graham Holmes	V1.0	Final revision V01
July 2018	Steve Dorrall	V2.0	Provision of training information updated. Update to first aid requirements in social care settings and for Offsite visits
Dec 2018	Steve Dorrall	V3.0	Addition of a question on mental health first aid (page 13). Update on first aid training requirements (page 4). Mental Health question added to HSF12 (page 4).
Jan 2022	Daniel Thomas	V4.0	Scheduled 3-year review

Document Notification

Approval	Name	Date
Chair of HSWSG	Chris Squire	January 2022
Principal Safety Officer	Jayne Slocombe	January 2022

POLICY ON A PAGE

Somerset Council will ensure that there are adequate, appropriate equipment and facilities for providing first aid in the workplace.

In order to comply with the above this policy provides; the Council's rules that must be followed, the standards to be maintained and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of unauthorised access.

This document will be available to: All Elected Members, Somerset Council Staff, 3rd Party Contractors, Secondees and Volunteers

Key Messages

- There are sufficient staff trained, to the appropriate level, to deliver First Aid within every premise occupied by SC employees and volunteers.
- That suitable and sufficient First Aid needs assessments are carried out to identify the minimum number of first aiders required in each premise.
- That each premise has sufficient facilities to provide first aid to all employees, volunteers and visitors.

This “policy on a page” is a summary of the detailed policy document please ensure you read, understand and comply with the full policy Revision History

First Aid

This document forms part of Somerset Council's corporate health and safety policy [manual](#), which is available on the [CHSU SharePoint](#).

Services may supplement this policy with their own specific guidance. Please check Section 5 (Links) for details.

1 [Purpose of Policy](#)

2 [Responsibilities](#)

3 [Guidance for Managers](#)

4 [FAQs](#)

5 [Links to further information](#)

Separate documents:

6 [HS F12: First Aid Assessment Form](#)

[Appendix A: Contents Of First Aid Kit](#)

1 Purpose of Policy

First aid can save lives and prevent minor injuries becoming major ones. The Council has a duty to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The purpose of this policy is to provide a policy statement and guidance on good practice to help Council Services and establishments draw up their first aid arrangements in recognition of recent changes to the relevant legislation. There is specific advice for managers of schools and of care establishments.

Although the main piece of first aid legislation only applies to providing first aid for employees, we have a general duty of care to many non-employees, and we need to consider them in our assessments of first aid provision.

These assessments can be done by using the form [HS F12](#). This gives managers advice regarding what factors to take into consideration.

This policy document has been updated to reflect the HSE guidance published in October 2013.

2 Responsibilities

2.1 Somerset Council will:

- make provision for first aid cover and equipment for its premises and activities
- require managers to assess the needs locally - based on corporate advice and a consideration of relevant factors
- ensure first aid personnel receive any additional training as required, e.g. where specific hazards require more specialised knowledge
- review this policy regularly

2.2 Delegated Senior Managers / Headteachers will

- ensure first aid needs assessments are performed and reviewed for all premises and establishments in their Corporate Service Area / School
- ensure that details of first aiders are kept up to date and available (and within appropriate FO2 documentation)
- ensure that the tasks in [section 2.3](#) are performed, and that the relevant managers understand their responsibilities

2.3 Managers with first aid responsibilities* will

- assess first aid requirements in terms of equipment, facilities and personnel required (see form [HS F12](#) and guidance in [section 3.3](#)), considering the risks to employees and non-employees (e.g. pupils, service users, members of the public)
- ensure that the outcomes of a first-aid needs assessment are implemented
- ensure that suitable persons are selected to undertake first aid duties
- ensure suitable first aid cover at all times e.g. holidays, out of hours activities.
- arrange and keep records of suitable training for first aid personnel
- ensure that Registered First Aiders (FAW) and EFAW attend refresher courses as detailed.
- ensure that there are adequate and appropriate signs so that employees are aware of who and where the first aiders and equipment are sited
- ensure that employees report the use of equipment from the first aid box and that first aid boxes are periodically inspected.
- provide information to employees on first aid arrangements.
- report incidents and accidents via the appropriate management system e.g., [EEC](#) for schools and [B-Safe](#) for all corporate incidents
- have a working knowledge and understanding of the [First Aid at Work guidance document L74](#)

*This could cover premises, lone working, mobile working and hazardous activities

See paragraph 3.10 for a Managers Checklist

2.4 First Aiders (FAW) will:

- act safely, promptly and effectively when an emergency occurs at work.
- promptly and effectively administer cardio-pulmonary resuscitation, care for an unconscious casualty and to the wounded and bleeding.
- administer first aid to a casualty who has a scald or burn, suffered an injury to bones, muscles or joints, suffering from shock, eye injury, poisoning, or has been overcome with gas or fume.
- maintain simple, factual records and provide written information to a doctor or hospital as required.
- The initial qualification consists of 3-day training course (minimum 18 hours), with a 2-day re-qualification course every 3-years.

2.5 Emergency First Aiders at Work (EFAW) will:

- promptly and effectively administer cardio-pulmonary resuscitation, care for an unconscious casualty and to the wounded and bleeding.
- not attempt to give first aid for which they have not been trained.
- maintain simple, factual records and provide written information to a doctor or hospital as required.
- The initial qualification consists of a 1-day training course, with a 1-day re-qualification course every 3-years.

2.6 Appointed Persons will

- call the emergency services if necessary following an accident
- ensure the maintenance of the first aid box/s and facilities.
- maintain simple factual records and provide written information to a doctor or hospital as required.

2.7 'Paediatric First Aiders' will

- call the emergency services if necessary following an accident
- not attempt to give first aid for which they have not been trained.
- Maintain simple factual records and provide written information to a doctor or hospital as required.
- The initial course consists of a 2-day (12-hour) training course, with a 2-day (12 hours) re-qualification course every 3-years

2.8 Corporate Health and Safety Unit will

- maintain and make available this policy
- upon request provide specialist competent advice relevant to the requirements of this policy
- maintain a Corporate Central First Aid Register for the purpose of ensuring there is a mechanism to communicate substantial changes in first aid guidance
- manage incident reporting systems that facilitate the reporting of accidents e.g., [EEC](#) for schools and [B-Safe](#) for all corporate incidents
- review this policy at intervals not exceeding 3 years

3 Managers' guide to First Aid

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|---|---|
| 3.1 Key terms | 3.6 What must be kept in kits? |
| 3.2 What the law says about first aid | 3.7 Portable first aid kits |
| 3.3 How to assess First Aid requirements | 3.8 CSCI requirements for social care |
| 3.4 How many first aid personnel do I need? | 3.9 First aid in schools |
| 3.4 'Registered' v 'Emergency' First Aiders | 3.10 Managers' checklist |
| 3.5 Where do I get training from? | |

3.1 Key terms

'First aid' is defined as "the skilled application of treatment for the purpose of preserving life and minimising the consequences of injury and illness, until medical help arrives"¹

'First aid at work' covers the initial management of any illness or injury suffered at work. It does not include the administration of medicine or tablets to adults or children, which are covered by separate procedures

A **'First Aider'** (FAW) is someone who has successfully completed a training course in administering first aid at work and holds a current First Aid at Work certificate. The first aid at work training course must be delivered by a training provider that meets the standards set by the HSE. The First Aid at Work course is usually 3-days long (18 hours in duration) and must be refreshed every 3-years to stay valid by way of a 2-day course. It is strongly recommended that they attend an annual refresher course **(AR)**. They may also have the responsibilities of an Appointed Person.

An **'Emergency First Aider'** (EFAW) is an employee who has attended a 1-day first aid training course and must be retrained in full every 3 years to remain qualified. It is recommended that they attend an annual refresher course **(AR)**. They are not official First Aiders but can administer first aid for which they have been trained. They may also have the responsibilities of an Appointed Person.

An **'Appointed Person'** is only responsible for taking charge when someone is injured or falls ill (including calling an ambulance where required), and looking after the first aid equipment, e.g. restocking the first aid box. The provision of an Appointed Person is the minimum required by law: often risk assessment will dictate that workplaces need a First Aider (either Registered or Emergency).

¹ Health and Safety (First-Aid) Regulations 1981 as amended

‘Annual Refresher’ (AR) provides the opportunity for FAW and EFAW to practice and update skills during the three-year period. It is strongly recommended that FAW and EFAW attend a three-hour session annually but it is not mandatory, but this needs to be based on risk assessment.

‘Paediatric First Aid’ The Statutory Framework for the Early Years Foundation Stage (EYFS) requires that schools/establishments that manage pupils or children under the age of 5 must have Paediatric First Aid cover at all times. This means two staff must undergo the 2-day certified course and must be renewed every 3-years.

‘Immediate Life Support (ILS)’ This type of training is not recognised in the first aid training framework detailed by the HSE guidance document L74. ILS is not an appropriate form of first aid provision for SC workplaces seeking to achieve compliance with The Health and Safety (First-Aid) Regulations 1981. However, ILS can form part of mandatory training within some health and social care sectors of our organisation. This is because the CQC promote National Institute for Health and Care Excellence (NICE) guidance that recommends any setting where restrictive interventions (rapid tranquilisation, restraint or seclusion) are used have immediate access to staff trained in immediate life support (ILS) and appropriate ILS medication and equipment.

3.2 What the law says about first aid

The main set of regulations applicable to first aid is the Health and Safety (First-Aid) Regulations 1981 as amended.

In brief, this requires managers to

- **Make provision for first aid.** As an absolute minimum, this means that an appointed person must be nominated and a first aid box to be readily available at all times (or for off-site activities, a travelling first aid kit)
- **Assess the needs** based on many factors such as numbers of employees, the hazards of the site and the activities undertaken by those at or based a given site ([see section 3.3 below](#)).
- **Determine the number of trained first aid personnel** required ([see section 3.4](#))
- Ensure first aid personnel receive any **additional training** based on any specific hazards requiring more specialised knowledge and, where appropriate, refresher training
- **Consider refresher training** for both types of first aider. It is not mandatory but is strongly recommended to be undertaken annually to reduce “skill degradation”.

3.3 How to assess first aid requirements

It is a legal requirement to assess first aid needs.

This assessment should be adequate and appropriate to the circumstances of each workplace. Whilst there is no legal duty on employers to make first-aid provision on non-employees, the first aid needs assessment should consider the needs of non-employees i.e. pupils, clients and customers and appropriate first-aid provision for these people.

You are advised to use form [HS F12](#) to record your first aid risk assessment. However, this is not obligatory. You can record your assessment in other ways, but you must be able to show that they have considered the risks.

If you are uncertain of how to conduct your assessment, you should ask the advice from the Corporate Health and Safety Unit on 01823 355089

3.4 I've done the assessment. How many first aid people do I need?

There is a guideline in Table 1 (page 8) below. This is based upon advice from the Health and Safety Executive. This should act as a starting point for your assessment of first aider provision. Please bear the following in mind:

- The figures in Table 1 are a suggested minimum, but they do not consider local workplace factors. In other words, your workplace might require more than this.
- Managers must do a risk assessment to judge the actual numbers required, based upon **all** the relevant factors listed on the Assessment form
- These figures are based only upon the number of **employees** in your workplace.
- You also need to consider the nature and number of **non-employees** (pupils, customers, service users, visitors etc) that may use or be present in the building at any one time as well as the activities they are involved in. There is no formal guidance on what would constitute an adequate response. Your awareness and experience would be relevant in this respect.

Table 1: Suggested minimum provision of first aid personnel.

Where special circumstances, such as remoteness from emergency medical services, shift work, or sites with several separate buildings, are present it may be necessary to provide more first aid personnel than set out below. Use form **HS F12** to record your assessment of the provision you require.

If you decide to have fewer than the minimum number, this must be justified by the assessment.

Category of risk (as determined by assessment)	Number of people employed at location	Suggested minimum number of first aid personnel
Lower risk <i>(Most SC premises, e.g. most schools, offices, libraries, sheltered accommodation)</i>	Fewer than 25	1 Appointed Person <i>(but consider an Emergency First Aider at Work (EFAW) where there is public access)</i>
	25 - 50	1 EFAW
	50 – 100	1 FAW
	More than 100	1 extra FAW for every 100 people
	Any Pupils under the age of 5	2 Paediatric First Aiders
Medium risk <i>(E.g. most kitchens, workshops, working on the highway, day services and residential care homes)</i>	Fewer than 20	At least 1 EFAW
	20 – 50	At least 1 FAW
	More than 50	1 extra FAW for every 50 people
Higher risk <i>(e.g. lone working with dangerous tools)</i>	Fewer than 5	At least 1 EFAW
	5 – 50	1 FAW
	More than 50	1 extra FAW for every 50 people
	Where there are hazards for which additional first-aid skills are necessary	In addition, at least 1 Registered First Aider trained in the specific emergency section

Table 1 gives **indications** of suggested minimum numbers for provision. This means that there is scope for flexibility to allow a proportionate response to the risks, providing that your assessment justifies it.

For example, your assessment may justify the provision of several Emergency First Aiders instead of one Registered First Aider, even if the suggested minimum figures in Table 1 indicate a requirement for the Registered First Aider.

Such a scenario may occur in a social care environment, where such a proportionate response is allowed by the inspection authority CQC (

Where no Appointed Person is listed it is assumed that an 'Emergency' First Aiders or a First Aider will take on those responsibilities (i.e. calling the emergency services when necessary, maintaining first aid facilities).

3.5 Where can I get training from?

Employers must ensure that employees identified to complete first aid training appropriate to their need; for example, establishments with Early Years (aged 0-5) will require paediatric first aid.

Corporate areas including County Hall and area hubs would require individuals that have successfully completed either the 3-day First Aid at Work or 1-day emergency First Aid at Work qualification. Training must be delivered by a provider that delivers the nationally recognised, regulated qualifications in Emergency First Aid at work or First Aid at Work courses. Providers with this status include Voluntary Aid Societies (St John Ambulance, British Red Cross and St Andrew's First Aid).

First Aid at Work courses consists of training over an 18-hour period, minimum 3-days. Emergency First Aid at Work consists of training over 6-hours, over a minimum of 1-day.

HSE provides guidance on helping an employer identify which training is most appropriate for their service area/establishment: <http://www.hse.gov.uk/pubns/indg214.htm>

Training arrangements within SC

Training for First Aiders appointed by Facilities Management to ensure adequate provision in corporate premises is organised by Facilities Management. Employees requiring Emergency First Training within CSC can book training via [The Learning Centre](#). All other Services that require training are responsible for organising training with a competent external provider.

3.6 Corporate Central First Aid Register

The Corporate Health and Safety Unit manage a Central First Aid Register. The purpose of this register is to ensure there is corporate oversight of certain first aid training competencies across the organisation and to facilitate communication with first aiders when national legislation and guidance is updated. All managers responsible for appointing and arranging first aid training must ensure the [CHSU](#) are notified when an employee undertakes new or refresher training in First Aid at Work and Emergency First Aid at Work. Immediate Life Support and Paediatric First Aid training are considered additional training, there is currently no requirement to notify the CHSU of staff who have received this type of training.

3.7 What must be kept in first aid kits?

There is a British Standard (BS 8599-1:2019) for first aid kits, however it is not a legal requirement to supply first aid kits that meet the requirement of the British Standard. It continues to be a regulatory requirement to carry out a risk assessment to determine your first aid requirements. Whether using a first aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first aid needs assessment. The recommended first aid kit contents in [Appendix A](#) of this policy is based on the British Standard.

There are six types of BS 8599 compliant first aid kits which are produced to reflect risk, number of employees in the workplace and activity, these are, small, medium, large, travel, personal issue, and a critical injury pack. Critical injury packs should not be purchased without seeking specialist advice from the CHSU. An overview of the various 8559 first aid kits and their intended purposes can be found [here](#).

First aid kits must not contain any tablets or medicines.

Arrangements must be in place to keep first aid kits fully stocked. Consideration must be given to appointing people to keep first aid kits stocked. Sufficient back-up supplies must be kept on site. In addition, first aid materials must be disposed of after their use by date.

Boxes or kits are the responsibility of the manager to ensure they are stocked to the required standard, that expiry dates are not exceeded, and the contents are in a usable condition. Contents should be replenished as quickly as possible after use. Adequate supplies should always be available from a back-up stock on site. In practice the responsible manager can delegate this responsibility to FAW's, EFAW's and Appointed Persons, however effective monitoring arrangements must be established.

First aid boxes should be clearly marked as such and be green with a white cross. They should be portable and should not be locked. They must not be readily accessible to unauthorised persons (e.g. pupils, service users, visitors)

3.8 Travelling first aid kits

Travelling first aid kits will be made available for staff members required to work away from the normal workplace, where access to facilities may be restricted:

- work with potentially dangerous tools and machinery away from base location
- staff travelling abroad on business
- staff travelling in vehicles on a regular basis, e.g. sales executives or delivery personnel
- staff whose work takes them to isolated or remote locations
- Staff participating in sporting or social events arranged or supported by the organisation.
- Recommended contents for a travelling first aid kit is at [Appendix A](#) to this Policy.

3.9 Social Care: Requirements of Care Quality Commission (CQC)

The Health & Social Care Act 2008, Regulation 18 outlines requirements for a provider to have suitably 'qualified, competent, experienced staff to meet the needs of the service at all times'.

Where first aid is deemed a statutory requirement for staff that work in a social care environment, they must receive the appropriate training to be able to fulfil the requirements of their role. A **first aid risk assessment** is the best method to determining the most appropriate level of first aid training and qualification required for that social care setting.

3.10 First Aid In Schools

First aid provision must be available always while people are on school premises, and also off the premises whilst on school visits (see below for more details).

This requires that the following be provided at all times, as a minimum:

- a "suitably stocked first-aid container", and
- "An Appointed Person to take charge of first-aid arrangements."
- Paediatric First Aid training. This requires that schools that have pupils under the age of 5 must have Paediatric First Aid cover at all times. This means that at least 2 staff must undergo the 2-day certified course.

School managers can either use form [HS F12](#) to perform their first aid risk assessment or use the equivalent question set on the EEC Health & Safety Management system. Search on the system for "first aid". The question template covers subject areas specific to schools.

They should also check Guidance for Schools Volume 4: Information Sheet 15 [First Aid](#)

Teachers in Science and Design & Technology Departments

In science laboratories and in Design and Technology labs, you should follow the requirements of CLEAPSS.

All staff have a duty to carry out remedial measures immediately while waiting for first aid or professional medical treatment. These actions are not called 'first aid' (because first aid is defined as that which is done by a qualified first aider). Instead, the term used is "Immediate Remedial Measures".

CLEAPSS has prepared guidance in the CLEAPSS Laboratory Handbook for Science Departments.

It has also produced a document for D & T Departments (PS 65, *Immediate Remedial Measures for D & T*). This consists of a list of things which staff should be prepared to do after an accident, but before a qualified first aider arrives. This information should be copied for display in all rooms where design and technology are taught.

Find out more download PS 65 from the members' area in www.cleapss.org.uk.

First aid requirements for external visits

The level of first aid provision for a visit must be based on risk assessment.

When planning the visit, the Educational Visit Co-coordinator or Leader must make a professional judgment as to the level of first aid required for the planned visit or activity. This decision could be influenced by factors such as the nature of the activity, the environment where the off-site activity is taking place, possible injuries that are likely to occur, and whether there is emergency provision nearby.

However, your risk assessment may indicate that a higher-level qualification is appropriate in circumstances where the risk of injury is higher or when the arrival at the scene by the emergency services may be delayed.

An example could be an adventurous activity in a remote area such as a Duke of Edinburgh's award expedition in a wild country/mountainous area (i.e. Lake District, Snowdonia, Dartmoor). In these cases, qualifications such as a current First Aid at Work Certificate may be required.

Additional first aid training in water and mountainous environments may also be advantageous.

Please note that this guidance regarding first aid provision on educational visits is available from the National Guidance – Outdoor Education Panel: <https://oeapng.info/>

3.11 Manager's checklist

1	Provision of first Aiders	
a	Has a first aid risk assessment been carried out by a competent person? (see form HS F12)	
b	Does the workplace have an adequate number of 'first Aiders' or 'appointed persons'?	
c	Does first-aid provision include non-employees?	
d	Is there adequate cover for annual leave and other foreseeable absences?	
e	Are notices posted in the workplace identifying who first aid personnel are?	
f	Are refresher training / requalification dates programmed in	
g	Are the notices up to date?	
h	Is there a need for additional training due to workplace activities involving special hazards, such as hydrofluoric, acid, or confined spaces?	
2	First aid kits	
a	Are arrangements in place to keep first aid kits stocked?	
b	Do first aid kits require any 'non-standard' items to cover specific types of injury or emergency?	
c	Do personnel need to be issued with personal first aid kits?	
3	First aid rooms	
a	Does the workplace require a first aid room?	
b	If the workplace requires a first aid room, is it equipped with all necessary facilities and equipment.	

4 FAQs

Q. Are plasters allowed in first aid boxes?

Yes. Some SC employees who have attended external first-aid training courses have got the mistaken impression that plasters have been banned from first-aid kits.

This has led to the belief that first Aiders should not use plasters when providing treatment to e.g. a child with a cut knee.

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This is not the case - Plasters (individually wrapped sterile adhesive dressings) are safe provided that they are not used on persons who may suffer an allergic reaction to certain types of plaster.

Before plasters are used, first-Aiders should establish whether the person requiring treatment has any such allergy. If so, a hypo-allergenic plaster or surgical tape, should be used.

Q. *Do I need to provide cover for when First Aiders are on holiday?*

Yes. Once you have used your risk assessment to determine what is an adequate number of first Aiders, you must then make sure that enough people are trained to cover annual leave and other planned absences of first Aiders or appointed persons. You also need to consider cover when your first aider is on sick leave.

Emergency First Aiders can provide limited cover when a fully qualified Registered First Aider is not available. However, this should be limited to unavoidable circumstances due to the unforeseen and temporary absence of a first aider.

So, in practice, if you decide that you need one Registered First Aider, you may have to train two people to ensure that there is cover throughout the year.

Q. *I am a first aider. Does SC insure me to administer first aid when not at work?*

No. SC insurance does **not** extend to staff whilst undertaking First Aid in a personal capacity.

If you are a designated first aider /emergency first aider working on behalf of Somerset Council, and acting in accordance with training and instructions, you will be insured under SC Employer's Liability and Public Liability Insurance. This covers your provision of first aid to employees and non-employees.

Q. *Will I get sued for administering first aid if something goes wrong?*

Somerset Council fully indemnifies all staff against claims for alleged negligence in relation to first aid provision providing they are acting within the remit of their employment.

As the administration of first aid is an act of taking reasonable care, staff agreeing to be designated first aiders can be reassured about the protection their employer would provide. In practice, this means that the County Council, not the employee, would meet the cost of damages should a claim for alleged negligence be successful.

There have been no incidents of a first aider being individually sued for negligence. It is very unlikely that any action would be taken against a first aider who was using the first aid training they have received.

Q. *Should I provide a defibrillator (Automated External Defibrillator - AED) for use in the workplace?*

There is no legal Health and Safety regulation that states that a defibrillator (AED) is required in the workplace. However, your first aid needs assessment may identify the use of a defibrillator as a useful life-saving device. If your workplace has a defibrillator it is recommended that staff have been fully trained in its use.

The Health and Safety (First-Aid) Regulations 1981 do not prevent someone who is specially trained from acting beyond the initial management of a casualty. It is important that the person who will be required to use a defibrillator, usually a first aider, has received a Safety

relevant training and instruction. First Aid courses such as those mentioned in section 3.5 may include training on the use of AED's, or individual courses in the use of defibrillators are now available.

Q. *How often should the contents of first aid boxes be replaced?*

Although there is no specified review timetable, many items, particularly sterile ones, are marked with 'best before dates'. Such items should be replaced by the dates given. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.

Q. *What about aspirin?*²

First aid at work does not include giving tablets or medicines to treat illness. Aspirin is the only exception; this is where aspirin is used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice and appropriate training. It is recommended that tablets and medicines should not be kept in the first-aid container.

Q. *Can a first aider administer an Epipen to treat anaphylactic shock?*

'Epipens' contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. People would only carry an Epipen if prescribed by a doctor.

First aiders can only administer this medication in a life-saving situation, i.e.:

- a) they are dealing with a life-threatening emergency in a casualty
- b) the casualty has been prescribed and is in possession of an Epipen
- c) the first aider has been trained to use it.

Normally, first aiders must not administer Epipens or other injectable medicines. If an individual need to take their own prescribed medication, the first aiders role is normally limited to helping them do so and contacting the emergency services as appropriate.

Q. *Should I consider Mental Health within my first-aid needs assessment?*

Whilst your first aid needs assessment may not currently include a direct question on mental health, you may find it useful to update your needs assessment with tools that can support employees if mental health issues are becoming apparent in the workplace. Somerset Council strongly promotes the wellbeing of its staff through an appointed Counselling and Employee Support Service (Care first), and a range of guidance materials all found on its [Working Well](#) website. A [Work-related Stress](#) Policy and toolkit for employees and managers is also available. Mental Health first aid training opportunities is also promoted by SC to staff interested in becoming Mental Health ambassadors. Further guidance on including Mental Health in your needs assessment can be found on the HSE website: <http://www.hse.gov.uk/firstaid/needs-assessment.htm>

Q. *Do first Aiders receive a pay allowance?*

² <http://www.hse.gov.uk/firstaid/faq.htm>

Fully qualified First Aiders at Work (3 day qualification) may be entitled to a pay allowance. The HR Pay Allowance policy is available for download on SharePoint.

Q. *Are health professional exempt from a qualification in first aid?*

Provided they can demonstrate current knowledge and skills in first aid, the training and experience of the following qualify them to administer first aid in the workplace without the need to hold a FAW or EFAW or equivalent qualification:

- doctors registered and licensed with the General Medical Council;
- nurses registered with the Nursing and Midwifery Council;
- paramedics registered with the Health and Care Professions Council.

The CHSU has produced a 'First Aid Qualification Exemption Form' for Facilities Management (FM). The purpose of this document enables FM to consider individuals that meet the above criteria within their needs assessment. Any individuals identified must then meet the full requirements of the document and will only be considered a first aider in the workplace when the document has been completed and signed to formalise the arrangements. It is recommended that arrangements are reviewed and recorded annually

5 Links

5.1 External

First Aid: Your Questions Answered, HSE. <http://www.hse.gov.uk/pubns/indg214.pdf>. (Answers some questions about first aid provision at work.)

Basic advice on first aid at work, HSE. <http://www.hse.gov.uk/pubns/indg347.pdf>. (Contains advice on what to do in an emergency.)

The Health and Safety (First-Aid) Regulations 1981, Guidance on Regulations, <https://www.hse.gov.uk/pubns/priced/l74.pdf>

Where to get first aid training

HSE Guide To Selecting First Aid Training Providers - <http://www.hse.gov.uk/pubns/geis3.pdf>

5.2 Internal SC links

First aid risk assessment form ([HS F12](#))

Guidance for Schools Volume 4: [Document HS \(CYPD\) 015: First Aid](#)

Appendix A to HS012 First Aid Policy

Recommended Contents of First Aid Kit (by size and type)

List of contents	Small	Medium	Large
First aid guidance leaflet	1	1	1
Contents List	1	1	1
Medium Dressing (12cm x 12cm) (Sterile)	2	4	6
Large Dressing (18cm x 18cm) (Sterile)	2	3	4
Triangular Bandage (Single use) (90cm x 127cm)	2	3	4
Eye Pad Dressing with Bandage (Sterile)	2	3	4
Assorted Plasters	40	60	100
Moist Cleansing Wipes	20	30	40
Disposable gloves (pair)	6	9	12
Burn dressings 10 x 10cm	1	2	2
Sterile Finger Bandage	2	3	4
Microporous Tape (2.5cm x 5m or 3m for Travel Kit)	1	2	3
Face Shield	1	1	2
Foil Blanket	1	2	3
Clothing cutters	1	1	1
Conforming Bandage 7.5cm x 4m	1	2	2

Travel and Motoring Kit		Personal Issue Kit	
HSE Guidance Leaflet	1	HSE Guidance Leaflet	1
Contents Label	1	Contents Label	1
Sterile 12 x 12 cm Medium Dressing	1	Large 18cm x 18cm Dressing	1
Washproof Plasters (Pack 10)	1	Triangular Bandage	1
Triangular Bandage	1	Washproof Plasters Pack 10	1
Nitrile Gloves (Pair)	2	Moist Cleansing Wipes	4
Moist Cleansing Wipes	10	Nitrile Gloves (Pair)	2
Large Adhesive Dressing 7cm x 6cm	1	Face Shield	1
Trauma Dressing 10 x 18cm	1	Clothing cutters	1
Burn Dressing 10 x 10cm	2	Foil Blanket	1
Foil Blanket	1		
Clothing cutters	1		
Face Shield	1		

Appendix 1

Governance Arrangements

Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's [disciplinary procedure](#).

Where it is considered that a criminal offence has potentially been committed, the Council will consider the need to refer the matter to the police.

If you do not understand the implications of this policy or how it may apply to you, seek advice from the Corporate Health and Safety Unit.

Review and Revision

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by the CHSU and agreed by the HSWSG.

References

The following Somerset Council policy documents are directly relevant to this policy, and are referenced within this document:

Internal SC links

First aid risk assessment form ([HS F12](#))

Guidance for Schools Volume 4: [Document HS \(CYPD\) 015: First Aid](#)

External

First Aid: Your Questions Answered, HSE. <http://www.hse.gov.uk/pubns/indg214.pdf>.
(Answers some questions about first aid provision at work.)

Basic advice on first aid at work, HSE. <http://www.hse.gov.uk/pubns/indg347.pdf>.
(Contains advice on what to do in an emergency.)

To subscribe to AID Training's newsletter on developments in first aid: <http://www.aid-training.co.uk/contact.php>

Where to get first aid training

HSE Guide To Selecting First Aid Training Providers - www.hse.gov.uk/pubns/geis3.htm

British Red Cross - <http://www.redcross.org.uk/standard.asp?id=40542>

St. Johns Ambulance - <http://www.sja.org.uk/>

AID Training – www.aid-training.co.uk

Contents of Emergency First Aid Course for Appointed Persons: http://www.aid-training.co.uk/emergency_first_aid.php