

Durham County Council – First Aid Health and Safety Procedure

Distribution

To be brought to the attention of all Directors, Heads of School, Heads of Service, Managers, Supervisors and Employees including Trade Union Representatives and Elected Members.

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Procedure

1. An assessment of first aid needs appropriate to each place of work should be carried out by all schools. Refer to Table 1 – First Aider Requirements.
2. If the assessment of first aid needs identifies a requirement for qualified first aiders on site, a sufficient number of staff should hold a current first aid at work certificate paid for by the school. Since October 2013, the requirement for the Health and Safety Executive (HSE) to approve first aid training and qualifications was removed. However, the HSE have produced information on selecting a first aid training provider. This can be found on the [HSE website](#). The HSE strongly recommend annual refresher training for qualified first aiders. Although not mandatory it will help them maintain their basic skills and keep up to date with any changes to first aid procedures. This course is 3 hours in duration. The First Aid at Work (FAW) is a three day (18 Hour) course. The Emergency First Aid at Work (EFAW) is a 6 hour course which is seen as appropriate to lower risk environments.
Training can be provided by organisations such as:
 - Fire Service
 - Mines Rescue
 - St. John's Ambulance
 - Red Cross
 - HSF Training
 - Durham Employment and Skills
 For further information contact the Health and Safety Team.
3. The assessment will give consideration to the activities being carried out, the number of people (staff and others) involved and the specific risks for example machinery or chemicals in use, lone working, elderly, or young people, etc. The assessment should also consider first-aid arrangements whilst on educational visits and off-site activities.
4. Early years settings must ensure that a first aider with a current Early Years First Aid qualification is always on site when children are present and must also accompany children on educational visits and off-site activities. Early Years First Aid training is a paediatric first

aid course and meets the requirements of the Early Years Foundation Stage statutory framework. The course focuses on emergency scenarios that are faced by professionals looking after children. The course covers how to deal with accident and emergencies involving young children and is of 12 hours duration.

5. As a minimum, each workplace should have a first aid box and a person appointed to take charge of first aid arrangements, such as the action to be taken in the event of injury to a person on the premises, including calling for an ambulance if necessary. Appointed person training is available from approved first aid trainers. The role may be performed by one of the qualified first aiders.
6. The first aid box should be suitably stocked and regularly checked by the Appointed Person. Refer to Table 2 for First Aid Box contents.
7. The names, locations, and contact details of first aiders and locations of the first aid room and/or any first aid equipment should be prominently displayed. Signs should comply with the Health and Safety (Safety Signs and Signals) Regulations (white cross and white lettering on a green background). All staff should be made aware of first aid arrangements as part of their induction training.
8. Any first aid treatment administered should be recorded using the online Accident/Incident Report Form, following the Accident/Incident Reporting Procedure.
9. The person responsible for the assessment of first aid provision must be notified of any changes in circumstances (for example change in number of staff or activities), which may affect the required level of first aid provision, to enable review of the assessment of first aid needs.
10. On site there may be one or more Automated External Defibrillators (AEDs), their presence is not a statutory requirement, however if present an AED is used to treat casualties who experience sudden cardiac arrest (SCA). If any AEDs are available, one or more responsible person(s) should be identified to carry out regular checks on them, to ensure that the units are maintained in accordance with manufacturers guidance.

It should be noted that anyone can use an AED and they can be used with little or no training, the machine will guide the operator through the process by verbal instructions and visual prompts. They are safe to use and will not allow a shock to be given unless the heart's rhythm requires it. The AED will analyse the heart rhythm, advise the operator if a shockable rhythm is detected and when required the AED will charge to the appropriate energy level and deliver a shock.

The responsible person(s) must establish a process for the required regular checks and maintenance of AED's. In many cases AEDs perform regular self-checks and if a problem is detected it will be indicated. In most cases they show this by a warning sign or light visible on the front of the machine. Responsible person(s) are required to ensure that AED's are checked regularly and frequently (ideally weekly) for such a warning, and for appropriate action to be taken when necessary, they will also need to ensure that the AED units are maintained in accordance with manufacturer's guidance.

The responsible person looking after an AED are not expected to carry out any maintenance other than replacing expired batteries, electrode pads, and other consumable items (razor, airways adjuncts, plastic gloves).

It is also important that checks are not neglected during absence on holidays, sick leave et cetera and where units are found to be defective or outdated they will need to be replaced immediately. Most manufacturers provide a replacement AED while one is removed for servicing, and the arrangements for this should be clarified and agreed during the process of buying the AED. It should be noted that the shelf-life of these (unused) is usually 3 - 5 years, so any maintenance tasks are infrequent. In all cases the manufacturer's instructions must be followed.

11. The Health and Safety Team will audit first aid provision.

Table 1 - First Aider Requirements

First Aider Requirements	Enter Number
Basic number of first aiders required = 1 per 100 People on Site (staff + pupils)	
Are additional numbers required to cover absence, for example, because basic number is small?	
Are additional numbers required to ensure each work area is covered?	
Are Additional numbers required to cover hazardous activities?	
Is a paediatric first aid qualification required?	
Total Number of First Aiders Required	

Table 2 – First Aid Box Contents

- Soap and water and disposable drying materials, or suitable equivalents for example 'Medi Fresh' wipes, should also be available. Where tap water is not available, sterile water or sterile normal saline, in disposable containers each holding at least 300ml, should be kept easily accessible, and near to the first aid box, for eye irrigation. Once open the individual items should be fully used or disposed of.
- Disposable gloves and plastic aprons should be provided.
- Sufficient quantities of each item should always be available in every first aid box or container. Oils, lotions, antiseptic, ointments, and tablets etc, do not form part of first aid treatment and, first aiders are not authorised to use or dispense such items.

First Aid Box Contents	1 – 5 People	6 – 10 People	11 – 50 People	51 – 100 People	101 – 150 People
Guidance	1	1	1	1	1
Individually wrapped sterile waterproof adhesive dressings	10	20	40	40	40
Sterile eye pads with attachment	1	2	4	6	8
Triangular bandages	1	2	4	6	8

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Sterile coverings for serious wounds (where applicable)	1	2	4	6	8
Safety pins	6	6	12	12	12
Medium sized sterile unmedicated dressings	3	6	8	10	12
Large sized sterile unmedicated dressings	1	2	4	6	10
Extra-large sized sterile unmedicated dressings	1	2	4	6	8

Further information and guidance

Further advice and guidance is available from the Council's Health and Safety Team or from the Health and Safety extranet pages.

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The [Health and Safety Executive website](#) contains useful information in relation to this subject matter as well as other general Health and Safety guidance, much of which can be downloaded for free.

Please include any additional appendices after this comment.

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