

Mountjoy School

First Aid at Work Guidance & Code of Practice

February 2022



This is a Dorset Council Policy
Reviewed by: Resources Committee

Date: February 2022

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Signed  Date ...February 2022...
Chair of Governors

FIRST AID AT WORK

Guidance and Code of Practice



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Purpose and Legislation

The Health and Safety (**First-Aid**) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. Dorset Council undertakes in so far as in reasonably practicable to comply with the Health and Safety (First-Aid) Regulations 1981.

The document provides a policy statement and guidance to enable Dorset Council directorates, establishments and managers to ensure it has suitable and sufficient first aid arrangements in place which include emergency procedures, equipment, facilities, and trained personal to ensure their employees receive immediate attention if they are injured or taken ill at work. Although legislation only applies to the provision of first aid for employees, a general duty of care is owed to non-employees who also need to be considered in any assessment of first aid provision

Review date

This document will be kept under review and updated as necessary. The next planned review is October 2020.

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Summary of changes in this issue

This issue incorporates the transfer on the 1st April from Dorset County Council to Dorset Council.

First aid payments April 2019
Updated defibrillator guidance appendix
Updated annual skills resource appendix
New first aid needs assessment-basics appendix

First aid terms used in this document

Term	Meaning
First Aid at Work	The first aid arrangements put in place that ensures people at work who suffer injuries or are taken ill receive immediate attention and an ambulance is summoned in serious cases
First Aider	A qualified first-aider is someone who has attended and passed all the assessments of a recognised first aid course and holds a valid certificate. First aid at Work FAW (18 hour course) Emergency First Aid at Work EFAW (6 hour course) Paediatric First Aid PFA (12 hour course) Emergency Paediatric First Aid EPFA (6 hour course)

Emergency first aid trained personnel	An employee who has attended an emergency first aid awareness training course as a requirement for their working role or to provide additional support to first aiders and to ensure people receive prompt first aid while waiting for qualified help. This training is valid for three years.
Appointed Person	An appointed person is someone who is in charge of first aid arrangements. This includes giving first aid, looking after first aid equipment, facilities and calling the emergency services. An appointed person must always be available whenever people are at work. If an employer's assessment of first-aid needs identifies that a qualified first-aider is not required then a person must still be nominated take charge of the first-aid arrangements, including attending to casualties, looking after the kit, facilities, and calling the emergency services if needed.

Responsibilities

Heads of Service / Directors:

- Implement a first aid policy and code of practice compliant with the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and the Health and Safety (First Aid) Regulations 1981.

Premises Managers, Service Managers, Headteachers:

- First aid provision complies with the Health and Safety (First Aid) Regulations 1981
- Ensure managers conduct their first aid needs assessment to ensure appropriate level of provision.
- Agree any joint first aid arrangements where a workplace is shared with other employers, agencies or departments.
- The employers liability and public liability insurance arrangements extend to the provisions of first aid at work.

Department Managers

- Conduct a local assessment of first aid needs to determine what first provision is required for departments.
- Appoint enough first aiders at work (FAW) and/or emergency first aiders at work (EFAW). to ensure people on the premises receive prompt medical attention should they have an accident, injury or become ill at work.
- If required (needs assessed), provide emergency first aid awareness training for teams.
- First aiders hold a current 'in-date' first aid certificate (FAW/EFAW) and re-qualify before the expiry date.
- First aiders refresh first aid knowledge and skills during their certification period (see Appendix C).
- Ensure sufficient first aid boxes with appropriate contents are readily available.
- There are adequate communications and first aid notices indicating emergency plans, names, location and telephone numbers of first aiders and first aid boxes/defibrillators and facilities around the premises.

- Employees, contractors, visitors, service users, pupils and others working temporarily on the premises are made familiar with the first aid arrangements.
- Accidents forms are recorded and submitted to the Health and Safety Team and if necessary action taken to investigate and prevent a reoccurrence.

First Aiders

- Respond to call outs immediately and assess the situation quickly and safely.
- First aiders must protect themselves, the injured person and others at the scene from any possible dangers.
- Give appropriate first aid in line with their training, summon the emergency services or refer to a NHS treatment center, GP, pharmacist as required.
- As far as is reasonably practicable, prevent cross-infection between the first aider and the injured person by wearing gloves and washing hands thoroughly before (if possible) and after treatment.
- Ensure that all used first aid material and contaminated dressings etc. are disposed of appropriately and the first aid kit is re-stocked.
- Regularly check their first aid equipment, ensuring there is an adequate supply of materials and any items of equipment have not passed any expiry dates.
- Complete necessary records for all first aid administered, in line with the Dorset Council Accident Reporting Policy and Procedure and date protection procedures and regulations.
- Speak with their manager, wellbeing officer or GP if wellbeing issues arise from dealing with a first aid incident.
- Have a valid in date first aid at work (FAW/EFAW) certificate. Refresh and maintain their first aid knowledge and skills during their certification period (see Appendix C).

Emergency First Aid trained personnel

Employees who have received short emergency first aid training can:

- Take control of a situation and administer first aid when a first aider is either not available or not appointed and give appropriate first-aid assistance in line with their training and summon the emergency services.
- Assist the qualified first aider to administer first aid.
- Administer first aid for minor injuries.

Appointed Persons

Look after the first aid equipment and facilities:

- Call the emergency services.
- Give assistance to a casualty and administer first aid if trained or instructed to do so by the ambulance service.

All employees

- All staff should ensure they are familiar with their first aid procedures.

Health and Safety Team

- Provide first aid provision advice and guidance to managers and employees.
- Assist with the implementation of this code of practice and ensure it is kept up to date in accordance with any changes in legislation, protocols and current best practice.
- Provide accredited first aid training which meets HSE workplace and Early Years Foundations Stage Framework standards for Paediatric first aid training.

Determining what first aid provision is needed

Have you got adequate first aid provision in place if someone was injured or suddenly taken ill at work? **Appendix A** can be used to record this assessment.

- STEP 1.** Look at the number of employees, circumstances, activities, hazards and risks in your workplace.
- STEP 2.** Now decide how many first aiders are required and what level of qualification and skills they will need.
- STEP 3.** Are there sufficient first aid equipment and facilities readily available for your employees?
- STEP 4.** Make sure everyone knows where to find their first aid equipment, know who their first aiders are, how to contact them and the emergency services.
- STEP 5.** Make sure first aiders complete and submit accident/incident forms after administering first aid.

The next few pages will guide you through this process.

There is no prescribed number of first aiders and facilities to have available. As an employer/manager you need to make an assessment of your own first-aid needs appropriate to the circumstances (hazards and risks) of your workplace to ensure adequate first aid provision is available at all times when needed for casualties with common injuries, illnesses and those likely to arise from specific hazards at work.

Step 1 - first aid needs assessment

Look at the number of employees, circumstances, activities, hazards and risks in your workplace.

Consider the following:

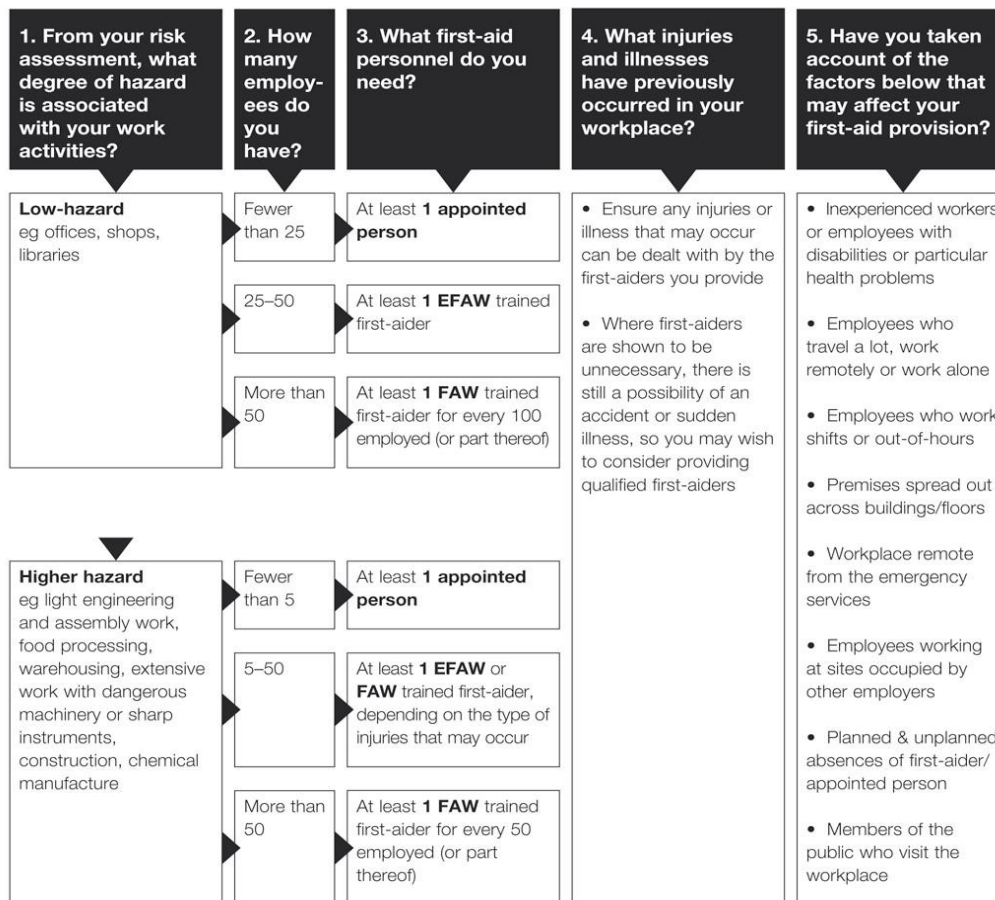
- Number of individuals present and any vulnerable people
- nature of the work and activities
- staffing levels, work patterns, shifts, leave and unplanned absences
- proximity and accessibility to emergency services
- location, size and area of each premises
- are there non-employees or visitors present
- history of previous accidents and incidents
- needs of travelling, remote and lone workers
- shared premises with other departments or organisation's
- any statutory requirement stipulating a specific first aid qualification or provision

This will then determine the number of first aiders required and their level of qualification, amount of first aid kits, contents and facilities required so people receive prompt first aid. When in place, all employees must be informed of their first aid arrangements.

Step 2 - first aid needs assessment

Now decide how many first aiders you require what level of qualification and skills they will need.

The HSE table below suggests numbers of first aiders you may require and what qualifications they need. After your own assessment (STEP 1) your actual numbers may differ.



Minimum recommended first aiders for schools

Note, this is minimum first aiders, more will be required to ensure cover at school

Number of pupils	FAW first aiders	EFAW first aiders
Less than 100	1	1
100-250	1	2
250-500	2	2
500-1000	2	3
Over 1000	3	3
Emergency first aid awareness trained personnel First aiders can be supplemented by larger numbers of emergency first aid awareness trained staff to ensure pupils and staff get a quick first aid response.		
PFA first aiders - minimum 1 The DfE EYFS framework 2017 states "At least one person who has a current paediatric first aid (12-hour PFA) certificate must be on the premises and available at all times when children under 5 are present including visits/outings".		

Selection of first aiders

When selecting employees to become first aiders Managers should consider;

- First aiders are volunteers
- Job role requirement
- Ability to act safely, promptly and effectively when an emergency occurs at work.
- Availability, reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties should be such that they may be left to go immediately and rapidly to an emergency.

If a disability prevents an employee from completing the training assessments to gain a first aid qualification after appropriate reasonable adjustments and special considerations have been made, then that person can still attend a first aid course and give first aid for which they are able and trained do to. Training providers/centres will issue a certificate of learning and attendance valid for three years. Managers would still need to provide an additional qualified first aider to meet their needs assessment.

Booking first aid training

Dorset Council's Health and Safety Team is a Quallsafe Awards Accredited First Aid Training Centre offering Level 3 First Aid at Work and Level 3 Paediatric first aid courses. All first aid training requirements for Dorset Council directorates and establishments need to be directed to the Health and Safety Team HealthandSafety@dorsetcouncil.gov.uk 01305 224296 / 225019 (710 4296/5019).

- First aid courses and qualifications are valid for three years.
- The HSE limit the number of places on a first aid course to 12 people.
- All course durations exclude breaks.
- A first aider ceases to be a first aider on the day their certificate expires and so will need to requalify before their certificate expiry date.

This guidance reflects the HSE's four-layer qualification framework for first aid provision which will assist in complying with the workplace regulations:

- Appointed person
- Emergency First Aid at Work
- First Aid at Work
- Any other training or equivalent qualifications

First aid qualifications and course content

FAW (First Aid at Work) first aiders have attended and passed the assessments on a First Aid at Work Course (3-day initial course -18 hours duration) followed by 2-day requalification courses every three years.

[HSE syllabus](#)

All the subjects included on a 6-hour EFAW course plus:

- administer first aid to a casualty with: injuries to bones, muscles and joints, including head injuries and suspected spinal injuries
- chest injuries
- severe burns and scalds
- eye injuries
- sudden poisoning
- anaphylactic shock
- recognise the presence of major illness and provide appropriate first aid including heart attack, stroke, epilepsy, asthma, diabetes

Additional content

FAW courses delivered by the Health and Safety Team will, in addition to the HSE syllabus above include training in:

- catastrophic bleeding (use of tourniquets and hemostatic dressings)
- drowning, hypothermia, frostbite heat exhaustion and heat stroke
- child / infant CPR, recover position and choking

Note: The 3-day FAW initial course is 18 hours duration, as Dorset Council FAW Courses include extremes of temperature and drowning, school managers may wish to consider this course qualification when assessing their outdoor activity first aid provision.

Emergency First Aid at Work (EFAW) first aiders have attended and passed the assessments (1-day/6 hours duration plus breaks) on an Emergency First Aid at Work Course. Requalification requires attending another EFAW course.

HSE syllabus:

- understand the role of the first-aider, including the importance of preventing cross infection;
- the need for recording incidents and actions
- use of available first aid equipment
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation and use a defibrillator
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding;
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries including small cuts, grazes and bruises, minor burns and scalds, small splinters

Additional content

EFAW courses delivered by the Health and Safety Team will, in addition to the HSE syllabus above include an awareness of:

- child / infant CPR, recover position and choking
- heart attack, stroke, asthma

Note: catastrophic bleeding (use of tourniquets and hemostatic dressings) can be added to 'in house' EFAW courses on request. An additional 30 minutes duration is required.

with no assessments (no robust competency assessment criteria for first aid at work certified courses). Staff who have attended this awareness training are not HSE

qualified first aiders but can still treat minor injuries and give prompt lifesaving first aid for which they have been trained until relieved by a first aider or paramedic. They can also provide first aid cover in the event of unplanned / unforeseeable absence of a qualified first aider.

Defibrillator Operators Workplaces with defibrillators need to have qualified competent defibrillator operators. These are fully competent having passed assessments in CPR and defibrillation. Note all qualified first aiders are also defibrillator operators.

Outdoor Activities (OA) first aiders have attended and passed the assessments on an Outdoor Activity (16-hour plus breaks) first aid course delivered by a training provider

The Health and Safety Team can give advice on the provision of other similar or equivalent first aid qualifications.

Paediatric first aid qualifications for the Early Years Sector

Paediatric First Aid (PFA) first aider

The full PFA course should last for a minimum of 12 hours (excluding breaks) and cover the areas set out for the **EPFA** course below as well as these following areas:

- Help a baby or child who is suffering from anaphylactic shock
- Help a baby or child who has had an electric shock
- Help a baby or child who has burns or scalds
- Help a baby or child who has a suspected fracture
- Help a baby or child with head, neck or back injuries
- Help a baby or child who is suspected of being poisoned
- Help a baby or child with a foreign body in eyes, ears or nose
- Help a baby or child with an eye injury
- Help a baby or child with a bite or sting
- Help a baby or child who is suffering from the effects of extreme heat or cold
- Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions
- Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents)

Emergency Paediatric First Aid (EPAW) first aider

The emergency PFA course should be undertaken face-to-face and last for a minimum of 6 hours (excluding breaks) and cover the following areas:

Syllabus:

Be able to assess an emergency situation and prioritise what action to take

- Help a baby or child who is unresponsive and breathing normally
- Help a baby or child who is unresponsive and not breathing normally
- Help a baby or child who is having a seizure
- Help a baby or child who is choking
- Help a baby or child who is bleeding
- Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock)
- Help a baby or child with minor injuries

- Understand the role and responsibilities of the emergency paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents)

Annual Skills Refresher Training

The HSE first aid regulations strongly recommend that qualified first aiders undertake annual refresher training during their three-year certification period to help maintain their skills, knowledge and confidence. Likewise, the Early Years Foundation Stage criteria for effective first aid training states providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three-year certification period to help maintain basic skills and keep up to date with any changes to paediatric first aid procedures. Therefore, managers should allocate first aiders three hours per year to achieve this. Managers can do this by arranging a HSE annual skills refresher course or alternately, utilise the **Annual Skills Learning Resource - Appendix C** which contains a simple lesson plan enabling qualified in-date first aiders to practice and refresh their own first aid knowledge and skills.

Step 3 - first aid needs assessment

Have you sufficient first aid equipment and facilities readily available for your employees?

First aid kits

First aid boxes should be portable, easily identified with a green /white cross/background, clearly visible and accessible to employees in the vicinity. An appointed person/first aider should be nominated to regularly check that first aid kits are fully stocked, contents are in good condition and have not exceeded their expiry date. There is no mandatory list of items to be included in a first-aid container but they should not contain tablets, medicines or lotions. The decision on what to put in and quantity of items will reflect the outcome of a first-aid needs assessment.

Some useful items to put in a first aid kit include:

First aid guidance booklet/leaflet
 Medium sterile dressings
 Large sterile dressings
 Triangular dressings
 Eye dressings
 Finger dressings
 Adhesive dressings/plasters
 Sterile wound cleansing wipes
 Gauze swab wipes
 Microporous tape
 Disposable gloves (various sizes)
 CPR Face shields
 Foil blankets
 Burn dressing
 Tuff cut scissors
 Conforming bandages
 Tweezers
 Ice packs

Eye wash pods
High trauma risk settings - tourniquets and hemostatic dressings/granules
Defibrillator (see below)

Managers can refer to British Standard BS 8599 first aid kit lists which provides further information on the contents of workplace first-aid kits. However, contents should reflect the outcome of the first-aid needs assessment having considered factors such as level of risk from the number of people, hazards, work activities, size of establishment, lone workers or travelers.

Defibrillators

Defibrillators are simple and relatively safe to use by anyone with little or no training. Although health and safety legislation does not require all workplaces to have defibrillator, they make a significant improvement to survival rates for a person who has a sudden cardiac arrest. Once in cardiac arrest, every minute that passes a person loses a further 10% chance of surviving. Without doubt this dramatic loss in chance of survival significantly improves if while waiting for an ambulance, a victim of cardiac arrest is given Cardio Pulmonary Resuscitation and a defibrillator shock to restart the heart beating. Managers need to consider purchasing/placing a defibrillator in their workplace if one cannot be rapidly accessed locally. **Appendix B Provision of Defibrillators** contains guidance for assessing the need for a defibrillator, advice on how to purchase one and what to do when one is purchased or placed in the workplace. The Department of Education advises schools to consider purchasing a defibrillator as part of their first aid equipment.

First aid rooms

Managers should provide a suitable first-aid room if their assessment of first-aid needs identifies this is necessary. The first-aid room should contain essential first-aid facilities and equipment, clearly signposted and be easily accessible to ambulance crews. If possible, the room should be reserved exclusively for giving first aid. If not, make sure that the first-aid facilities can be made available quickly if necessary. A first-aid room will usually be necessary where there are higher hazards and in larger premises. A designated person should be given responsibility for looking after it.

Ordering first aid supplies

First aid supplies should be purchased from the current procurement contracted supplier via the DES S2P Hub.

If purchasing a defibrillator (see Appendix B) contact the Health and Safety Team

STEP 4 - first aid needs assessment

Make sure everyone knows where to find their first aid equipment, know who their first aiders are and how to contact them and the emergency services.

Communicating first aid arrangements

Local methods of conveying information to employees should be used to ensure all employees and visitors are made fully aware and understand their first aid arrangements. Notices detailing emergency action plans, summoning 999, first aiders,

kits and defibrillators must be posted at suitable locations (**See Appendix D**). These can also be communicated using other methods such as intranet, first aid identifying badge or surcoat.

STEP 5 - first aid assessment

Make sure first aiders have access to accident/incident reporting forms and submit these to their manager after administering first aid.

Accident, Incident Reporting and recording

Recording all incidents requiring first aid is a legal requirement. First Aiders must ensure that accidents and incidents for which they have administered first aid are accurately recorded and reported in accordance with the Dorset Council Accident Reporting Policy. All accident and incident reporting and recording must comply with the General Data Protection Regulations (GDPR).

OTHER USEFUL FIRST AID INFORMATION

Shared or multi-occupied sites

On a shared or multi-occupied site, Dorset Council will co-operate and coordinate with other employers or organisation's to ensure there is adequate first aid cover available for all employees, non-employees and visitors throughout the whole of the premises if required. In these cases, a full exchange of information about the hazards and risks associated with all of the different organisation's operations will help to ensure that the shared provision is adequate. Managers should agree these arrangements and ensure employees are kept informed. A written documented agreement between employers which outlines responsibilities for first aid provision and training is strongly recommended to avoid any misunderstandings.

General precautions for preventing infection

The following hygiene precautions are recommended as safe practice for all staff. They are common sense precautions that will protect against blood borne viruses and other infections that may be transmitted via blood or body fluids.

- Always keep cuts or broken skin covered with waterproof dressings.
- Wear disposable gloves when contact with blood or body fluids is likely.
- I protect the eyes and mouth by using a visor/goggles/safety spectacles and a mask, where splashing is likely. Clothing can be protected by wearing a disposable apron.
- Avoid direct skin contact with blood or body fluids.
- Use devices such as face shields when you give rescue breaths during resuscitation if you have been trained to use them.
- If blood is splashed onto the skin, it should be washed off immediately with soap and water.
- Splashes of blood into the eyes or mouth should be washed immediately with plenty of water.
- When possible avoid exposure to sharps e.g. use blunt ended scissors, needles.
- If a sharps injury or exposure is sustained - follow procedure below.

- Always wash and dry your hands before (if possible) and after giving first aid and removing gloves.
- Dispose of contaminated waste safely - follow procedure below.

Sharps injuries and exposure

Sharps injuries - occupational exposure to blood or body fluids caused by needle stick injuries, cuts, bites, splashes into eyes, nose and mouth or over cuts and abrasions on the skin.

First aid

Immediately encourage the wound to bleed. Wash contaminated area with copious amounts of running water. **DO NOT SUCK THE WOUND!** Cover wound with an appropriate sterile first aid dressing. As soon as possible contact the local A&E department for advice and ask to be seen. They will assess the risk from this exposure and give the necessary advice and arrange relevant treatment if required.

Record and reporting

Report the incident/accident immediately to the workplace person in charge, supervisor or manager as soon as possible and then complete a RIDDOR accident report form (The Health and Safety team will do this if you are part of Dorset Council, or if an Academy School or Trust, if you buy into the H&S SLA).

Disposal of first aid waste

Human hygiene waste which is generated in places like schools, offices and factories (as well as in the home) is generally assumed not to be clinical waste as the risk of infection is no greater than that for domestic waste. Generally used paper towels, together with gloves and aprons, should be put into a plastic waste sack/bag, sealed and placed in the main waste collection bin.

HIV and hepatitis blood borne viruses can remain infectious in dried blood and liquid blood for several weeks or more. All first aid kits should contain hazard (yellow) disposable bags. These can be used when treating a blood injury within a first aid context and disposed of in accordance with local procedures, into a sanitary bin or other suitable clinical waste container. If circumstances dictate that clinical or sanitary disposal facilities are not available then waste should be sealed in a plastic waste bag such a nappy or poo bag and disposed of in the main waste collection bin. Establishments/workplaces that generate larger amounts of clinical waste will need to have a disposal contractual arrangement in place.

Body fluid spills

Spillages of blood, vomit, urine and excreta should be cleaned up immediately. The following general actions must be taken by the person dealing with the spill.

- Clear the immediate area of people. Hazard signs and cordoning off may be necessary.
- Disposable personal protective equipment (PPE); disposable gloves and if necessary, a disposable plastic apron should be worn.

Small spills or splashes on hard surfaces: -

- Clean with disinfectant/detergent and hot water.

Large spill: -

- Remove spillage as much as possible using absorbent paper towels.
- Dispose of carefully in waste bag.
- If bleach is used locally in the workplace then cover remaining with paper towels soaked in diluted bleach solution as per the COSHH guidance/training) or local bleach alternative, soak, wipe clean and dispose
- If bleach or its alternative not held/used, then cover waste with remaining towels soaked in hot soapy water clean area and dispose in a waste bag the wipe clean with disinfectant if available and paper towels.

Alternatively (if available, use a bio-hazard disposable kit / granules on hard surfaces - follow instructions provided with the kit then clean the area with detergent and hot water.

Immunisation against blood borne viruses

As a first aider in the workplace, the risk of being infected with a blood borne virus while carrying out your duties is small when applying the hygiene precautions. The need for a worker to be immunised against blood borne viruses should be determined by a risk assessment and it should only be seen as a supplement to reinforce other hygiene precautions.

Legal indemnity for first aiders

Administering first aid in the workplace is considered to be an act of taking reasonable care. Dorset Council (or governing bodies where applicable) will fully indemnify all first aiders, emergency first aid trained and appointed persons staff against claims for alleged negligence in relation to first aid treatment providing they are acting within the remit of their employment and training.

The legal status for those who attempt resuscitation

There is understandable concern that individuals who attempt to resuscitate someone in a state of cardiopulmonary arrest may be at risk of having a claim brought against them if that person suffers harm as a result of their intervention. The advent of the automated external defibrillator (AED) may have heightened this anxiety because these devices are increasingly used by members of the lay public who have not had the benefit of formal medical training.

There are no statutory duties relating to the field of resuscitation, but potential liability can arise at common law. There have been a few cases in the United Kingdom where a claim has been brought against a 'rescuer', there have been no reported cases where a victim has successfully sued someone who came to his aid in an emergency.

The Resuscitation Council (UK) document below seeks to clarify, as far as possible, the potential legal liability of those individuals who choose voluntarily to intervene in emergency situations to carry out life-saving resuscitation procedures on others.

<https://www.resus.org.uk/cpr/cpr-aeds-and-the-law/>

CPR with Rescue Breaths and chest only CPR - clarification

When an untrained bystander dials 999, the ambulance dispatcher will instruct the person to give chest-compression-only CPR while awaiting the arrival of trained help.

CPR providers trained and able to perform rescue breaths should perform chest compressions and rescue breaths as this may provide additional benefit and increase survival chances in some cases of asphyxial cardiac arrest or where the emergency service response interval is prolonged. Only if trained rescuers are unable to safely and effectively give rescue breaths should they do compression-only CPR.

Do Not Attempt Resuscitation (DNAR)

There could be an occasion when there may be doubt as to whether resuscitation should be instigated or continued if already started;

On discovering a collapsed non-responsive casualty who is not breathing normally then 999 must be called and CPR/defibrillation commenced immediately and maintained until paramedics arrive. If a first aider/rescuer has been formally informed by a manager/care officer that a 'Do Not Attempt Resuscitation' pathway exists for that individual (documented evidence must be held of this instruction) then CPR should not to be performed but 999 must still be called. In the absence of any formal documentation and instructions or doubt exists about the validity of this then CPR and defibrillation must be commenced immediately and 999 called". Choking is not a natural end of life pathway so any person who becomes unconscious having choked must be given CPR.

Administering of medication

HSE first aid regulations para 42 states First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack, in accordance with currently accepted first-aid practice. Tablets and medicine should not be kept in the first-aid box FAW first aiders receive training on heart attacks and may administer an aspirin at work (if they have one) having checked it is safe to do so. The ambulance crew must be informed if an aspirin has been administered.

Assisting with a person's life-saving medication

HSE first aid regulations (para 43 states) Some workers carry their own medication that has been prescribed by their doctor e.g. an inhaler for asthma. If a person needs to take their own prescribed medication, the first-aider's role is generally limited to helping them to do so and contacting the emergency services as appropriate.

Schedule 19 of the Medicines Regulations states, for the purpose of saving life in an emergency, adrenaline 1:1000 up to 1 mg for intramuscular use in anaphylaxis can be administered. This means in an emergency a layperson is permitted to administer an Adrenaline Auto Injector for the purpose of saving life. Therefore, first-aiders may administer an Adrenaline Auto Injector to a person with anaphylaxis displaying signs of an allergic reaction if the injector has been prescribed to that person, has their consent and has received training.

Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the employer can consider providing workplace first aiders with additional training in the use of adrenalin auto injectors. This is recognised and reinforced by the Health and Safety Executive and the Resuscitation Council UK

The three Adrenaline Auto Injectors in the UK are Epi Pen, Jext Pen and Emerade Pen)

Use of airway clearance devices for the treatment of choking

The Resuscitation Council (UK) is aware that several airway clearing devices for the treatment of choking are now available in the UK. There is insufficient evidence on the safety or effectiveness of these devices for us to recommend their use, and we are concerned that the use of these devices could delay established treatments for choking; the Council therefore does not support their use. Appropriately trained healthcare professionals can already use advanced techniques such as suction or laryngoscopy and forceps for airway foreign body removal. The Council recommends new airway clearance devices should only be used by trained healthcare professionals as part of a formal evaluation.

Updated February 2018

Dorset Council concurs with the guidance contained above for the purpose of its first aid provision. The first aid treatment of choking needs to be administered in accordance with the Resuscitation Council (UK) protocols which is also reflected in current first aid manuals.

Additional guidance for schools

Management of serious head injuries and minor head bumps in school

There are generally four pathways for managing a pupil who, after assessment, has been considered to have sustained a head injury and given first aid in accordance with the current first aid manual guidelines.

1. Serious head injury requiring a 999 call.
A first aid assessment of a pupil indicates a serious head injury. This requires a 999 call and immediate assistance from a qualified first aider. Parent/responsible person should then be informed that an ambulance has been summoned. This is recorded on the full accident form noting pupil 'sent to hospital', 999 called/ambulance attending, and parent/responsible person informed in the incident details section.
2. Head injury requiring pupil to be collected and taken to hospital/A&E for further assessment.
A pupil requires an assessment by a qualified first aider (may have initially been assessed/treated by emergency first aid trained staff). Even though the pupil shows no signs of a serious head injury (as listed in the first aid manual) requiring a 999 call, the qualified first aider feels there is the possibility for a more serious head injury developing later and so refers the pupil to hospital A&E or minor injury unit for further professional assessment. Appropriate member of staff informs of the parent/responsible of the incident with clear advice to collect and take their child to hospital for an assessment. This is then recorded on the full accident form which should be recorded as 'pupil requires hospital assessment' with 'parent/responsible person informed and instructed to take their child to hospital' in the incident details section on the accident form.

Note: If the parent/responsible person cannot be contacted then the school has the responsibility and duty of care to get the pupil to hospital and/or minor injury unit for assessment.

3. Minor head bump/injury requiring pupil to be collected and taken home and observed

Pupil requires assessment by a qualified first aider (pupil may have initially been assessed and treated by emergency first aid trained staff). The first aid assessment does not identify or raise any concerns of a serious head injury developing. After communication with the first aider, teacher and parent/responsible person, it is agreed that the pupil will be collected and taken home with advice to observe the child for signs of deterioration. If observed, the parent/responsible person should be advised to either: - phone the NHS helpline number 111; take the child to hospital and/or minor injury unit or call 999 for an ambulance if required. As the pupil was not initially referred to hospital, this can be recorded on a minor injury log/form noting that the pupil was 'collected and taken home' by parent/responsible person. The form needs to clearly record the advice and guidance given to the parent/responsible person with a signature from the member of staff providing the advice. If the pupil's condition does deteriorate once at home and is subsequently taken to hospital, a full accident form must be submitted later.

4. Minor head bump/injury, pupil remains in school.

A pupil given an assessment and treatment either by emergency first aid trained staff or a qualified first aider. No indication or likelihood of a more serious head injury developing was found. The pupil remains in school and given a head injury monitoring wrist band to wear. The parent/responsible person is notified of the minor incident. They should be given guidance to observe the pupil for a subsequent head injury developing which will then require them to either call the NHS help line 111; take the child to hospital or phone 999 for an ambulance as required. As the pupil remains in school, this can be recorded on a minor injury log/form stating the treatment given to the pupil and the parent/responsible person informed. If the child subsequently deteriorates and is taken to hospital, a full accident form must be submitted later.

Adrenaline Auto Injectors in schools

From 1 October 2017, schools in England are allowed to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working. Department for Health guidance accessed from this link will help schools that choose to keep an emergency AAI create a policy for using it. [Guidance on the use of adrenaline auto-injectors in schools](#)

Emergency asthma inhalers in schools

From 1 October 2014 UK schools are allowed to purchase a salbutamol inhaler without a prescription for use in emergencies when a child with asthma cannot access their own inhaler. Department for Health guidance accessed from this link will help schools that choose to keep an emergency asthma inhaler kit create a policy for using it. [Guidance on emergency-asthma inhalers in schools](#)

Defibrillators in schools

All schools should consider having a defibrillator as part of their first aid equipment. Appendix B of this document will give comprehensive guidance to create a policy and guidance for purchasing and using a defibrillator. Additionally, the Department for Education's guidance for defibrillators in schools can be accessed from this link. [guidance on defibrillators in schools](#)

Tweezers and splinter removal

If a school's first aid needs assessment identifies that staff or pupils are likely to get splinters, then first aid kits should contain tweezers enabling trained first aiders to remove them in accordance with current first aid at work guidelines. If not removed, some splinters can become embedded or if not removed correctly, increase the likelihood of an infection developing. Schools may believe they can't use tweezers or remove splinters in a school environment. This is not true as a school has a duty of care to provide appropriate first aid for all staff and pupils alike and will have qualified first aiders trained in treating minor injuries including splinters for both staff and pupils. If a splinter is embedded deeply, difficult to remove then leave it in place and treat as an embedded object and advice given to seek professional medical attention.

The HSE website link below gives guidance on removing splinters in schools.

[HSE myth buster 2014 teachers removing child's splinter](#)

First Aid Payments

First Aid Payments (Dorset Council employees only)

Where following assessment there is a requirement for a first aider requiring a full 'First Aid at Work' Certificate FAW Level 3 (3-day initial training/2-day requalification) a first aid allowance will be payable to Dorset Council employees. First aid payment effective from 1st April 2019 is **£22.25 per month (£267 per year)** (which will be pro rata for part time employees and updated annually in line with pay awards) and paid monthly with normal salary payments. The allowance applies to staff on Green Book and Soulbury terms and conditions only. This payment will be made for the duration of first aid certificate (normally 3 years) provided that the employee continues to undertake first aid duties for the service throughout that time

First aid certificates last for a maximum period of three years. Upon reassessment of need (by the appropriate manager to identify a continuing service need for a first aider) then a nominated first aider must attend a 2-day refresher course. It is important that this refresher training is undertaken before the certificate expires in order for the first aid qualification to remain valid. If there is a gap of more than one month it will be necessary to repeat the original full FAW 3 days training. Employees won't receive the first aid allowance for any period not covered by a valid certificate. Payment of the allowance will recommence from the date of the new certificate if there is a break.

Employees who are required to attend the Emergency First Aid at Work EFAW (1 day) training or, where following assessment, it is not deemed necessary to have a first aider but are considered to be the appointed person (a nominated person who will take charge of first aid arrangements e.g. looking after the first aid kit and summoning assistance) will not be eligible for a payment.

Once the relevant training has been completed it is the responsibility of the appropriate manager to ensure that the first aid payment has been arranged. This can be done by contacting hr_payrollsupport@dorsetcouncil.gov.uk providing the following:- Name, Personnel Number, a scanned copy of the First Aid at Work certificate and confirmation of the start for payment (this will normally be from the start date of the certificate). Payment will automatically cease at that the end of the 3 year certification period.

First Aid Payments (Dorset Council Maintained Schools)

Where following assessment there is a requirement for a first aider requiring full 'First Aid at Work' Certificate FAW Level 3 (3-day initial training/2-day requalification) in a Dorset Council Maintained School a first aid allowance will be payable.

First aid payment effective from 1st April 2019 is **£22.25 per month (£267 per year)** which will be pro rata for part time employees and updated annually in line with pay awards and paid monthly with normal salary payments. The allowance applies to staff on Green Book terms and conditions only. This payment will be made for the duration of the first aid certificate (normally 3 years) provided that the employee continues to undertake first aid duties for the school throughout that time

First aid certificates last for a maximum period of three years. Upon reassessment of need (by the appropriate manager to identify a continuing service need for an first aider) then a nominated first aider must attend a 2 day refresher course. It is important that this refresher training is undertaken before the certificate expires in order for the first aid qualification to remain valid. If there is a gap then it will be necessary to repeat the original full FAW Level 3/3 days training. Employees won't receive the first aid allowance for any period not covered by a valid certificate. Payment of the allowance will recommence from the date of the new certificate if there is a break.

Employees who are required to attend the Emergency First Aid at Work EFAW Level 3 (1 day) training or, where following assessment, it is not deemed necessary to have a first aider but are considered to be the appointed person (a nominated person who will take charge of first aid arrangements e.g. looking after the first aid kit and summoning assistance) will not be eligible for a payment.

Once the relevant training has been completed it is the responsibility of the School to ensure that the first aid payment has been arranged. This can be done by contacting your normal HR/pay contact providing the following:- Name, Personnel Number, a copy of the First Aid at Work certificate and confirmation of the start for payment (this will normally be from the start date of the certificate). Payment will automatically cease at that the end of the 3-year certification period.

Employees of Voluntary Aided Schools, Foundation Schools and Academies are advised to contact their employer directly in order to establish whether a payment is made.

Guidance and support

Dorset Council Health and Safety Team incorporates the Health & Safety and Occupational Health Departments

Contact details:

Advice and guidance regarding the provision of health and safety, first aid, defibrillators and first aid training within Dorset Council premises and workplaces.

Team Reception/ Administration Office

healthandsafety@dorsetcouncil.gov.uk

Telephone 01305 224296 (710 4296) 01305 225019 (710 5019)

Wellbeing Support and Mental Health First Aid:

Wellbeing Officer employeewellbeing@dorsetcouncil.gov.uk or 01305 225701.

Please note, this is not an emergency service so contact your GP if more urgent support is required.

References:

First Aid at Work, Health and Safety (First Aid) Regulations 1981 Guidance on Regulations L74 Third Edition Published 2013 as amended in 2018.

<http://www.hse.gov.uk/pubns/priced/l74.pdf>

HSE First aid webpage

<http://www.hse.gov.uk/firstaid/>

NHS Choices

<https://www.nhs.uk/>

HSE Blood- Borne Viruses in the Workplace – Guidance for employers and employees INDG 342

<http://www.hse.gov.uk/pubns/indg342.pdf>

HSE First aid at work. Your questions answered (Rev 2, 05/14)

<http://www.hse.gov.uk/pubns/indg214.pdf>

British Heart Foundation

<https://www.bhf.org.uk>

Resuscitation Council (UK)

<http://www.resus.org.uk/>

Public Health England

<https://www.gov.uk/government/organisations/public-health-england>

Voluntary Aided Societies

<http://www.sja.org.uk> <https://www.redcross.org.uk/first-aid>

Department for Education – First Aid in Schools updated Feb 2014

[DFE first aid in schools](#)

End.