

Reference Number: IMS-10-12-CAV UHB 360		Date of Next Review: 10/03/2029	
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First Aid at Work Procedure			
Introduction and Aim The aim of this procedure is to ensure that appropriate equipment, facilities, and a sufficient number of trained personnel are in place to provide first aid to staff who become ill or injured while at work.			
Objectives This Procedure describes the arrangements in place to ensure compliance with the Health and Safety (First Aid) Regulations 1981.			
Scope This procedure is to be used by all Cardiff and Vale UHB employees including those with honorary contracts.			
Equality Impact Assessment		An Equality Impact Assessment has not been completed. This is because the procedure has been written to support implementation of the Health and Safety Policy. The Equality Impact Assessment completed for the Policy found there to be no impact.	
Documents to read alongside this Procedure		IMS-01-01-CAV Health and Safety Policy (UHB021) IMS-07-02-CAV Health & Safety Risk Assessment Procedure (UHB467) UHB 138 Incident, Hazard and Near Miss Reporting Policy UHB 023 Risk Management Policy Health & Safety Risk Assessment Guidance Document The Health and Safety (First Aid) Regulations 1981	
Approved by		UHB Health and Safety Operational Group	
Accountable Executive or Clinical Board Director		Executive Director of People and Culture	
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Disclaimer If the review date of this document has passed, please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate			

Summary of reviews/amendments

Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	18/07/2017	01/09/2017	New Procedure in line with the Policy
2	10/03/2026	17/03/2026	Procedure and template reviewed and updated – minor amendments made. First Aid at Work Policy no longer in place as this procedure supports the implementation of the health & Safety Policy

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1 Introduction

The Health and Safety (First Aid) Regulations 1981 requires the Health Board to provide adequate and appropriate equipment, facilities and personnel to ensure employees receive immediate attention if they are injured or taken ill at work.

First Aid treatment has two functions. Firstly, it provides treatment for the purpose of preserving life and minimising the consequences of injury or illness until professional help can be obtained. Secondly, it provides treatment of minor injuries which do not need the help of a Medical Practitioner or Nurse.

Departments are required to carry out an assessment of first-aid needs. This involves consideration of workplace hazards and risks and other relevant factors, to determine what first-aid equipment, facilities and personnel should be provided. The number of First Aiders or Appointed Persons will depend on the circumstances of the workplace and work activities deriving from the area in question.

Healthcare professionals with current clinical registration and up-to-date first-aid competence do not need to hold a First Aid at Work certificate to act as workplace first aiders. This applies to:

- Doctors registered with the General Medical Council (GMC)
- Nurses registered with the Nursing & Midwifery Council (NMC)
- Paramedics registered with the Health & Care Professions Council (HCPC)

Where assessment of first-aid needs identifies that a trained first aider is not required in the workplace, someone should be appointed to take charge of first-aid arrangements as a minimum requirement.

The minimum first-aid provision required at any work site is:

- a suitably stocked first-aid kit
- an appointed person to take charge of first-aid arrangements
- information for employees about first-aid arrangements

This procedure applies to all staff directly or indirectly employed by the UHB, including trainees, students, and individuals on work experience. It does not apply to contractors, who must ensure their own first aid arrangements are in place.

This procedure does not cover the provision of first aid response for patients or members of the public. However, UHB first aiders may respond within the limits of their competence if such individuals require assistance. In-patients will always receive care from the clinical team.

**Note: It is not an appropriate use of resources to use the Occupational Health Department or the Accident and Emergency Unit as the first point of response for first aid needs. These services should only be accessed following initial assessment and treatment by a trained first aider.*

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2 Roles and Responsibilities

Roles	Responsibilities
Chief Executive	Holds overall responsibility for ensuring this procedure is effectively implemented.
Executive Directors	<ul style="list-style-type: none"> • Ensure systems, resources and oversight are in place to support compliance. • Coordinate effective implementation in their areas of control.
Directorate / Locality Managers	<ul style="list-style-type: none"> • Shared responsibility in ensuring the procedure is implemented across Clinical/Service Boards. • Oversee first-aid provision, relevant risk assessments and staff training.
Ward / Departmental Manager	<ul style="list-style-type: none"> • Undertake an assessment of first aid requirements • Ensure first-aid arrangements are effective and based on a needs assessment • Appoint First Aider(s) or Appointed Persons • Ensure adequate first aid boxes are provided and designated staff are appointed to always control and maintain these boxes • Inform staff of first aid arrangements including where first-aid equipment and facilities are located • Display notices showing first aid box locations and designated first aiders.
First Aiders/Appointed Persons	<ul style="list-style-type: none"> • Attend an approved course as directed by the UHB. • Maintain qualifications through attending refresher training. • Maintain stock of first aid boxes and First Aid Rooms (where applicable). • Record incidents where first aid is given. • Inform management of any changes that affect the ability to undertake their full duties. (illness, change in circumstances, role change etc)
Health and Safety Advisors	<ul style="list-style-type: none"> • Provide advice and guidance on risk assessments and the assessment of first-aid needs.
Employees	<ul style="list-style-type: none"> • Comply with all arrangements set out within this procedure along with accompanying health and safety arrangements. • Familiarise themselves with local first aiders and location of first aid equipment. • Inform their Line/Department Manager of any conditions that would personally affect their ability to be treated by a First Aider/Appointed person. • Ensure all incidents are reported and recorded on Datix.

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3 Risk Assessment

The UHB will ensure sufficient first-aid provision is in place to support the delivery of first aid following any work-related accident. This is achieved by ensuring that:

- A risk assessment of the hazards within the workplace is undertaken.
- There is adequate first aid provision and facilities for employees who may become ill or are injured at work in line with the risk assessment.
- There are a suitable number of adequately trained persons for the rendering of first aid to staff if they are injured or become ill.
- Staff are informed of the arrangements for the provision of first aid, including the location of equipment, facilities and personnel.
- Ensuring that information is communicated to all employees regarding the procedures to be followed in the event of an accident requiring first aid.
- Records of the first aid administered are maintained.

All workplaces will be subjected to an ongoing process of risk assessment to determine what first aid measures are necessary. New and/ or significantly changed workplaces should be assessed at the planning stages.

**Note: Where an assessment of first-aid needs identifies that a trained first aider is not required, an Appointed Person should be assigned to take charge of first-aid arrangements. This is a minimum requirement.*

3.1 Determining the required number of First Aiders

There must always be a designated person available whenever staff are present in the workplace, risk assessing will determine the number of First Aiders required.

In low-risk areas, or during certain low-risk periods, it may be sufficient to have an Appointed Person rather than a fully trained First Aider.

The number of First Aiders required should not be based solely on staff numbers. Adequate cover must be always ensured. Key factors to consider include:

- How staff are distributed across the site and how far the workplace is from medical services.
- The history and potential severity of previous accidents.
- Staff roles, experience and the nature of their work.
- Whether any employees may be at greater risk (e.g. trainees, individuals with disabilities).
- Shift patterns or extended/variable working hours.
- Risks associated with the specific work environment

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3.2 Appointed Persons

The role of the Appointed Person includes but not limited to looking after first-aid equipment/ facilities and calling the emergency services when required. Appointed Person(s) can also provide emergency cover where a first aider is absent due to unforeseen circumstances (annual leave does not count).

An appointed person is not necessary where there are an adequate number of appropriately trained first aiders.

3.3 Staff Working Remotely or Off-Site

Managers are responsible for ensuring that adequate arrangements are in place to meet the first aid needs of staff working away from their base. First aid kits should be fitted to all UHB owned vehicles and staff adequately trained in its suitable use.

3.4 Shared Locations

In shared or multi directorate locations, managers will be assigned responsibilities for their staff at such locations. It is however sensible for teams to agree shared arrangements and staff will need to be informed.

A written agreement between the UHB and other employers will be required to avoid misunderstanding. In these cases, a full exchange of the risks and hazards involved should help to make sure that the shared provision is suitable and sufficient. Such arrangement can usually be found in a shared site document.

3.5 Facilities and Equipment

Sites should display notices detailing the location of first aid boxes, and who the designated first aider/appointed person is for the area. These must be displayed at prominent locations throughout.

First Aid equipment and rooms will be inspected and maintained by the First Aiders/Appointed Persons as part of their responsibilities in line with the frequency deemed necessary.

3.6 First Aid Box Content

There is no mandated list of items that must be included in a first aid box. Its contents should be determined by the findings of the first aid needs assessment and the specific risks identified within the work environment. All first-aid boxes must be maintained in a suitably stocked at all times.

Suggested minimum stock for low level hazards:

- a leaflet providing general guidance on first aid e.g. HSE's leaflet [Basic advice on first aid at work](#) (also available on the Health and Safety SharePoint page)
- 20 individually wrapped sterile plasters of assorted sizes, appropriate to the type of work (hypoallergenic plasters if necessary)

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- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 2 large, individually wrapped, sterile, unmedicated wound dressings
- 6 medium-sized, individually wrapped, sterile, unmedicated wound dressings
- at least 3 pairs of disposable gloves

This is a suggested list, and the contents of the first aid box should reflect the outcome of the first aid needs assessment.

4 Training

Anyone who volunteers to take on First Aider responsibilities under the Health & Safety (First Aid) Regulations 1981 must be properly trained and competent to carry out their duties.

4.1 Clinically Registered Staff

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 First Aid at Work 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

If these staff are to act as First Aiders in the workplace, the Line Manager and the individual must confirm that their first-aid competence is current and appropriate.

4.2 First Aid Training Requirements for all other staff

All other staff designated as First Aiders must:

- Attend a First Aid at Work course
- Complete a First Aid at Work requalification every three years.

5 Reporting

All incidents, including those requiring first aid, must be reported via the DatixCymru electronic reporting system.

When first aid is provided following a workplace accident, a record must be documented of the incident, including the treatment administered and the individuals who provided assistance. The Datix Cymru incident reporting form fulfils these statutory requirements.

6 Escalation

Any failure to comply with this procedure must be escalated through the management structure for investigation and appropriate remedial action.

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7 Monitoring of the procedure

Line management shall monitor the implementation of procedures in their areas of responsibility to ensure that persons are following procedures and maintaining the required records.

Where deficiencies are found, line management shall take corrective actions which may include instruction, re-training etc. as necessary.

8 Audits

The use of this procedure shall be subject to internal and external audit.

9 Review

This Procedure shall be subject to review every 3 years or in light of significant change.