

PWYLLGOR IECHYD A DIOGELWCH HEALTH & SAFETY COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 January 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Procedure 696 – First Aid at Work Procedure (Version 2)
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Tim Harrison, Head of Health, Safety and Security Adam Springthorpe, Health & Safety Manager

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The Health and Safety Committee (HSC) is requested to approve the revised and updated Procedure 696 – First Aid at Work Procedure (Version 2). The report provides the required assurance that this Written Control Document has been developed in line with all relevant legislation/regulations and available evidence and can therefore be implemented within the Hywel Dda University Health Board (HDdUHB).

Cefndir / Background

The First Aid at Work Procedure contains information and guidance on the provision of first aid and first aid equipment within HDdUHB. The Procedure sits directly beneath the HDdUHB Health and Safety Policy and applies to all premises and employees of HDdUHB. Responsibilities are as per the over-arching policy.

HDdUHB has statutory obligations under the Health and Safety at Work Act 1974 to ensure the health and safety of all employees and anyone affected by their work, so far as is reasonably practicable. This includes ensuring that there is adequate first aid provision for people at work.

The Health and Safety (First Aid) Regulations 1981 (amended 1997 & 2013) place a general duty on HDdUHB to provide, or ensure that there is provided, adequate equipment, facilities, and personnel to render first aid to its employees if they are injured or become ill at work. The Regulations do not require the employer to provide first aid for the public or visitors; however as a healthcare establishment it is only sensible that all users of HDdUHB premises are taken into account.

In order to comply with the Regulations, HDdUHB first implemented Procedure 696 - First Aid at Work Procedure in 2018, and through it, informed its employees of first aid arrangements.

Asesiad / Assessment

There have been no changes to the relevant legislation or guidance since the 2018 Version 1 of the Procedure, therefore the only amendments that have been made are to the corporate elements i.e. the Owing Group is now the Health and Safety Advisory Group (HSAG), the lead Executive Director for the Procedure is now the Director of Nursing, Quality and Patient

Experience rather than the Director of Operations and the list of other HDdUHB documents to be read in conjunction with the Procedure has been updated.

The reviewed and updated Procedure was circulated to the full membership of the HSAG for comment for a period of two weeks. The Group comprises of representation from Health and Safety, Occupational Health, Operational Compliance and Manual Handling. No comments were received. The updated Procedure was approved by the HSAG on 18th November 2021.

The Procedure will be available in all areas via the HDdUHB Policy Internet site. For the First Aid at Work Procedure to be successful, departmental managers will be required to ensure that first aid needs risk assessments are conducted, as detailed in the Procedure, and that actions are implemented and monitored within their areas of responsibility.

Compliance with this Procedure will be monitored locally via the Workplace Inspection Checklist process and re-enforced within localities by local risk management and health and safety arrangements.

This document will be reviewed every three years or earlier should audit results or changes to legislation/practice within HDdUHB indicate otherwise.

Argymhelliad / Recommendation

The Health and Safety Committee is requested to approve the revised and updated Procedure 696 - First Aid at Work Procedure Version 2.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.16 Approve organisational Health and Safety Policies, Procedures, Guidelines and Codes of Practice (policies within the scope of the Committee).
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable.
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	1. Staying Healthy 1.1 Health Promotion, Protection and Improvement 2.1 Managing Risk and Promoting Health and Safety 7. Staff and Resources
Amcanion Strategol y BIP: UHB Strategic Objectives:	1. Putting people at the heart of everything we do 4. The best health and wellbeing for our individuals, families and communities
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report	2. Develop a skilled and flexible workforce to meet the changing needs of the modern NHS

**Gwybodaeth Ychwanegol:
Further Information:**

Ar sail tystiolaeth: Evidence Base:	<ul style="list-style-type: none"> • Cwm Taf Health Board (2010) <u>First Aid and Provision of First Aid Equipment Procedure RM6 (Version 2)</u> • Health and Safety Executive (2013) <u>L74 (3rd Edition) First aid at work, The Health and Safety (First-Aid) Regulations 1981, Guidance on Regulations</u>. HSE Books • Health and Safety Executive (2009) <u>INDG214(Rev1) First aid at Work, Your questions answered</u>. HSE Books • Health and Safety Executive (2008) <u>INDG347(Rev1) Basic advice on first aid at work</u>. HSE Books
Rhestr Termiau: Glossary of Terms:	As contained within the body of the report.
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Health and Safety Advisory Group Local consultation

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No additional financial impact from approving this updated Procedure.
Ansawdd / Gofal Claf: Quality / Patient Care:	There is a positive impact on staff safety, health and wellbeing through compliance with this Procedure.
Gweithlu: Workforce:	Not applicable.
Risg: Risk:	Not applicable.
Cyfreithiol: Legal:	A breach of health and safety regulations can result in the issue of prohibition or improvement notices or criminal proceedings.
Enw Da: Reputational:	Prosecutions and claims due to breaches in legislation or personal injury claims can lead to negative publicity.
Gyfrinachedd: Privacy:	Not applicable.
Cydraddoldeb: Equality:	<p>The Equality Impact Assessment (EqIA) document from 2018 has been reviewed and updated.</p> <p>Evidence gathered indicates a positive impact on the protected characteristic of human rights. No evidence gathered to indicate a negative impact on any protected group/s. Under the terms of this Procedure, all individuals</p>

requiring First Aid at work will receive it as appropriate and in accordance with their particular needs.

Some disabled staff may be excluded from becoming First Aiders because of the nature of their disability, but it should be clear that judgements made around appointing or not appointing First Aiders are based on the ability, skills and qualities to do the tasks required rather than in relation to any protected characteristic. No member of staff should be excluded from being considered to become a First Aider due to disability if they fit the criteria for the post.

SUMMARY EQUALITY IMPACT ASSESSMENT – 696 – First Aid at Work Procedure

Organisation:	Hywel Dda University Health Board
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Proposal Sponsored by:	Name:	Adam Springthorpe
	Title:	Health & Safety Manager
	Department:	Health, Safety & Security Department

Policy Title:	Procedure 696 - First Aid at Work Procedure (Version 2)
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Brief Aims and Objectives of Policy:	<p>This Procedure contains information and guidance on the provision of first aid and first aid equipment within Hywel Dda University Health Board (HDdUHB). The procedure sits directly beneath the HDdUHB Health and Safety Policy and applies to all premises and employees of HDdUHB.</p> <p>The provision of first aid in the workplace is regulated by the Health and Safety (First Aid) Regulations 1981 (amended 1997 & 2013) and supported by the L74, 3rd Edition (2015) Guidance document. These set out the essentials of first aid for organisations to address and set out the minimum standards of first aid required in the workplace.</p> <p>As such, the regulations place a general duty on HDdUHB to provide, or ensure that there is provided, adequate equipment, facilities and personnel to render first aid to its employees if they are injured or become ill at work. In order to comply with the Regulations, HDdUHB intends to implement this First Aid at Work Procedure, and through it, inform its employees of first aid arrangements.</p>
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Was the decision reached to proceed to full Equality Impact Assessment?	Yes	No ✓
	<p>Under the terms of this procedure, all individuals requiring first aid at work will receive it as appropriate and in accordance with their particular needs.</p> <p>A search of similar policies elsewhere indicated similar results:-</p> <p>https://www.bing.com/search?q=First+Aid+at+Work+policy+nhs+equality+impact+assessment+&gs=n&form=QBRE&sp=-1&pq=undefined&sc=0-39&sk=&cvid=FAB3E1642D1D4C97BCAEDD039979782</p>	
If no, are there any issues to be addressed?	Yes ✓	No
	<p>Some disabled staff may be excluded from becoming First Aiders because of the nature of their disability, however it should be clear that judgements made around appointing or not appointing First Aid Officers are based on the ability, skills and qualities to do the tasks required rather than in relation to any protected characteristic. No member of staff should be excluded from being considered to become a First Aid Officer due to a disability if they fit the criteria for the post.</p>	
Is the Policy Lawful?	Yes	This Procedure complies with relevant health and safety legislation.
Will the Policy be adopted?	Yes	
	If no, please record the reason and any further action required:	
Are monitoring	Yes	

arrangements in place?	Any complaints received regarding the implementation of the Procedure concerning issues of equality and diversity will be addressed appropriately on an individual basis and appropriate action taken.
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Who is the Lead Officer?	Name:	Adam Springthorpe
	Title:	Health & Safety Manager
	Department:	Health, Safety & Security Department
Review Date of Policy:	The procedure will be reviewed on a three-yearly basis.	

Signature of all parties:	Name	Title	Signature
	Adam Springthorpe	Health & Safety Manager	27 th February 2018
	Jackie Hooper	Senior Equality and Diversity Officer, Strategy, Policy and Advice	27 th February 2018
	Adam Springthorpe	Health & Safety Manager	25 th November 2021
	Alan Winter	Senior Diversity & Inclusion Officer	16 th December 2021
Please Note: An Action Plan should be attached to this Outcome Report prior to signature			

HYWEL DDA UNIVERSITY HEALTH BOARD



First Aid at Work Procedure

For Approval

Procedure Number:	696	Supersedes:	1	Classification	Corporate	
Version No:	Date of EqIA:	Approved by:		Date Approved:	Date made active:	Review Date:
1	27.02.2018	HSEPSC		17.05.2018	23.05.2018	17.05.2021
	27.02.2018	HSEPSC – Extended		17.02.2021	17.06.2021	31.12.2021
2	25.11.2021	HSC				

Brief Summary of Document:	This procedure contains information and guidance on the provision of first aid and first aid equipment within Hywel Dda University Health Board (HDdUHB).
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Scope	This procedure sits directly beneath the HDdUHB Health and Safety Policy and applies to all premises and employees of HDdUHB.
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To be read in conjunction with:	010 Health and Safety Policy 156 Risk Management Strategy & Policy 352 Resuscitation Policy 674 Risk Assessment Procedure 894 'Putting Things Right' Management and Resolution of Concerns Policy (Incidents, Complaints and Claims)
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Owning group / committee	Health & Safety Advisory Group / Health and Safety Committee
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Executive Director:	Mandy Rayani	Job Title	Director of Nursing, Quality and Patient Experience
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Reviews and updates		
Version no:	Summary of Amendments:	Date Approved:
1	New Procedure	17/05/2018
1	Extended	17/02/2021
2	Full update and revision	

Glossary of terms

Term	Definition
First Aid	<p>The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, using facilities and materials available at the time.</p> <p>First aid treatment has two functions in that firstly it is the emergency treatment of illness or injury in order to preserve life, to ease pain, to prevent deterioration and promote recovery of the patient's condition until professional medical help can be obtained. Secondly, it provides treatment of minor injuries which would otherwise receive no treatment, or which do not need the help of a medical practitioner or nurse.</p>
First Aider	A first aider is a person who has received training in administering first aid at work and who holds a current certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW).
Doctors and Nurses	The training and experience of doctors registered with the General Medical Council and nurses registered with the Nursing and Midwifery Council qualify them to administer first aid in the workplace.

Keywords	First, Aid, FAW, EFAW
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HYWEL DDA UNIVERSITY HEALTH BOARD

1. Aim of procedure

The Hywel Dda University Health Board (HDdUHB) has statutory obligations under the Health and Safety at Work Act 1974 (HSWA) to ensure the health and safety of all employees and anyone affected by their work, so far as is reasonably practicable. This includes ensuring that there is adequate first aid provision for people at work.

2. Objectives

The provision of first aid in the workplace is regulated by the Health and Safety (First Aid) Regulations 1981 (amended 1997 & 2013) and supported by the L74, 3rd Edition (2015) Guidance document. These set out the essentials of first aid for organisations to address and set out the minimum standards of first aid required in the workplace.

As such, the regulations place a general duty on HDdUHB to provide, or ensure that there is provided, adequate equipment, facilities, and personnel to render first aid to its employees if they are injured or become ill at work. In order to comply with the Regulations HDdUHB intends to implement this First Aid at Work Procedure, and through it, inform its employees of first aid arrangements.

3. Scope

This procedure sits directly beneath the HDdUHB Health and Safety Policy and applies to all premises and employees of HDdUHB. Responsibilities are as per the over-arching policy.

The Health and Safety (First Aid) Regulations do not require the employer to provide first aid for the public or visitors; however as a healthcare establishment it is only sensible that all users of HDdUHB premises are taken into account.

4. Procedure outline

1. Departmental manager to undertake a risk assessment to establish departmental first aid requirements, using the Checklist for Assessment of First Aid Needs in Appendix A.
2. Departmental manager to formally identify first aiders within their department.
A first aider is a person who has received training in administering first aid at work and who holds a current certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). The training and experience of doctors registered with the General Medical Council and nurses registered with the Nursing and Midwifery Council qualify them to administer first aid in the workplace.
3. Book training for first aiders if not trained within the last three years.
4. Provide first aid boxes and ensure that they are kept adequately stocked.
5. Prominently display notices giving the location of first aid boxes and the names, locations, and contact details of departmental first aiders, using the First Aid Notice in Appendix B.

5. First aid needs risk assessment

The Health and Safety (First Aid) Regulations impose a statutory duty to undertake a risk assessment to establish first aid needs. The assessment, undertaken by each departmental manager, will assist them in identifying how many trained first aiders are required in their department. From the risk assessment the degree of hazard associated with the work activities can be classified as either low hazard or higher hazard depending on the type of work undertaken. Staff must be made aware of the first aiders and first aid provision for their area of work.

The Checklist for Assessment of First Aid Needs (Appendix A) provides guidance on the issues to be considered when assessing the nature of provision required relative to the hazards associated with the area being assessed.

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6. Training requirements

Where the assessment identifies the need to appoint a first aider for the department HDdUHB is recommending that staff attend the Emergency First Aid at Work (EFAW) course which is valid for three years. The course lasts for at least six hours and is run over a minimum of one day. The course aims to provide knowledge and skills to take charge of first aid arrangements and upon completion of the course, successful candidates will be able to:

- Understand the role of the first aider, including reference to:
 - the importance of preventing cross infection;
 - the need for recording incidents and actions;
 - use of available 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;
- 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).

At present, individual departments should arrange for their first aider(s) to attend Emergency First Aid at Work (EFAW) training via an external training provider. The Health and Safety Manager(s) can be contacted for details of local providers. The Health Board are currently considering options for the training to be delivered in-house via the Learning and Development Department.

Departmental managers must keep up-to-date records of first aiders, including copies of completion certificates and the dates when refresher training must be taken. The managers must also arrange for staff to attend refresher training when required. To aid this process, the Register of Departmental First Aiders in Appendix D can be utilised.

Although not mandatory, it is strongly recommended that first aiders undertake annual refresher training during the three-year EFAW certification period. This will help qualified first aiders maintain their basic skills and keep up-to-date with any changes to first aid procedures.

7. Selecting first aiders

When selecting someone to take up the role of a first aider, a number of factors need to be taken into account, including an individual's:

- Reliability, disposition 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, which should be such that they may be able to respond immediately and rapidly to an emergency.

No member of staff will be excluded from being considered to be a First Aid Officer on the grounds of any protected characteristic and appointments will be made following due consideration of individual's skills, knowledge and ability to carry out the required duties in accordance with this procedure.

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8. First aid equipment and facilities

The Health Board will provide, or ensure that there is provision for, such equipment and facilities as are adequate and appropriate in the circumstances to enable first aid to be rendered to its employees.

During departmental inductions new employees will be informed where the first aid equipment is kept, what facilities there are and the people appointed to provide the first aid or take charge of first aid equipment.

9. First aid boxes

First aid boxes should be provided with a sufficient quantity of suitable first aid materials which are relevant to the work environment and to the type of work activity carried out. First aid boxes should not contain medication, ointments or creams of any kind. Each box should be placed in a clearly identified and readily accessible location.

First aiders should each hold or have easy access to a stock of basic first aid dressings, gloves and materials for cleaning up after treatment of a casualty. Adhesive plasters should be readily available within areas where persons may suffer minor cuts or abrasions e.g. workshops, kitchens (must be blue), laboratories or where covering wounds on exposed skin is a routine infection control measure.

The departmental first aiders are responsible for regularly checking and replenishing the first aid boxes and ensuring the contents are not used after their expiry date. Each department should define who is responsible for checking and replenishing their first aid boxes. The frequency of checks should be specified in the department's first aid assessment and should relate to the rate at which supplies are used up.

Travel first aid kits should be provided where determined by the risk assessment. It is the responsibility of the department to coordinate measures to regularly check all travel first aid kits to ensure that they are replenished accordingly.

There is no mandatory list of contents for first aid boxes. The contents will depend on the size of the department and the size of the box which will be determined via the risk assessment. As a guide (based on HSE Guidance L74), where work activities involve low hazards, as a minimum a box should contain:

	STANDARD	TRAVEL KIT
Guidance card	1	1
Individually wrapped sterile plasters	20	6
Eye pads and attachments	2	-
Triangular bandages	4	2
Medium dressings	6	-
Large dressings	2	1
Safety pins and/or Tape i.e. Microporous Tape*	6 / 1 roll	2 / 1 roll
Disposable gloves	1 pair	1 pair
Moist alcohol cleansing wipes		
Sterile water or sterile normal saline (0.9%) **	Min 1 litre	-
ALL CONTENTS TO BE STERILE EXCEPT SAFETY PINS		
* Safety pins are HSE guidance - Microporous tape is OH Department guidance.		
** If no mains tap water available at suitable sink outlet		

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Please note that tablets or medicines should not be kept in the first aid box. Gloves must be powder free and must be latex free.

Standard first aid boxes and travel (vehicle) first aid kits can be ordered via the Oracle catalogue system. Replacement materials can be ordered via main stores.

10. First aid notices

A prominent notice giving the location of first aid equipment and the names, contact details and locations of first aiders (Appendices B & C) should be displayed in all wards and departments in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

11. Procedure in the event of an emergency

1. When an incident occurs a departmental first aider should be contacted immediately.
2. The nearest employee should ensure the environment is safe and should remain with the ill/injured person and help as appropriate until attention is received.
3. If the first aider judges that the illness/injury is more than minor the injured person should be sent to the nearest and appropriate accident and emergency department for treatment.
4. **In the case of a serious illness/injury the first aider should not move the casualty.**

On an acute hospital site the first aider must:

- Contact the accident and emergency department for advice and assistance;
- Seek advice on the movement of the casualty. If appropriate, arrange to transport the person to the accident and emergency department.
- In the event of the person becoming unconscious, dial 2222 and request the medical emergency team.

In all other community hospitals and health centres the ambulance service must be called using 999 (remember that some premises need to ring 9 to obtain an outside line, therefore ring 9-999).

5. In cases where injury or ill health is not urgent or serious staff should go to their own GP.
6. All incidents should be reported to the department manager who must ensure that a formal report of the incident, however minor, is made through the Datix reporting system.
7. An assessment should be made as to whether the incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). If yes, inform the Health and Safety Manager.

12. Responsibilities of all employees

Whilst at work employees should take reasonable care of the health and safety of themselves and others. Specifically in relation to first aid employees should:

- Be familiar with the first aid facilities available in their area and the organisation;
- Ensure they are familiar with the organisations procedure;
- Assist in any risk assessments and make their manager aware of any issues.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

13. References

The following reference sources have been used in the compilation of this First Aid at Work Procedure:

- Cwm Taf Health Board (2010) First Aid and Provision of First Aid Equipment Procedure RM6 (Version 2)

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- Health and Safety Executive (2013) L74 (3rd Edition) First aid at work, The Health and Safety (First-Aid) Regulations 1981, Guidance on Regulations. HSE Books
- Health and Safety Executive (2009) INDG214(Rev1) First aid at Work, Your questions answered. HSE Books
- Health and Safety Executive (2008) INDG347(Rev1) Basic advice on first aid at work. HSE Books

Relevant law:

- Health and Safety at Work etc Act 1974 (HSWA)
- Health and Safety (First Aid) Regulations 1981 (amended 1997 & 2013)
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996

Further information is available on the HSE website:

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

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Appendix A – Checklist for Assessment of First Aid Needs

DEPARTMENTAL FIRST AID REQUIREMENTS	
Ensure that there are enough first aiders to cover all shifts and annual leave, unforeseeable sickness and absences – see guidance below	
From your risk assessment, what degree of hazard is associated with your work activities?	Suggested number of first aid personnel
<p>Low hazard</p> <p>e.g. Offices, libraries, certain clinical areas</p> <p>Considerations:</p> <p>Is there anyone in the workplace with a medical condition that may warrant additional first aiders to be present, such as a member of staff with epilepsy?</p>	<p>At least one first aider trained in EFAW for every 100 employed (or part thereof)</p> <p>Note:</p> <p>GMC / NMC registered doctors and nurses can be regarded as qualified first aiders.</p>
<p>Higher hazard</p> <p>e.g. Engineering and maintenance work, food processing, work with dangerous machinery or sharp instruments, construction, mortuary, working with certain hazardous chemicals.</p> <p>Considerations:</p> <p>Do you work in a mental health environment?</p> <p>Does your workplace have higher level hazards, such as chemicals or dangerous machinery?</p> <p>Do your work activities involve special hazards, such as hydrofluoric acid or confined spaces?</p> <p>Are there inexperienced workers on site, or employees with disabilities or particular health problems?</p> <p>Are there patients who may be prone to causing harm to staff due to their health condition/illness?</p> <p>Do you have employees who travel a lot, work remotely, alone or in the community?</p> <p>Is your workplace remote from emergency medical services?</p>	<p>At least one first aider trained in EFAW for every 30 employed (or part thereof)</p> <p>Considerations:</p> <ul style="list-style-type: none"> • Additional training for first aiders to deal with injuries caused by special hazards; • Additional first aid equipment; • Precise site of first aid equipment; • Issuing personal first aid kits; issuing personal communicators / mobile phones to employees. • Training additional staff in EFAW
The details above are suggestions only - they are not definitive nor are they a legal requirement.	

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Appendix B – First Aid Notice (Acute Sites)



The first aid box is located in:

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Nominated first aider(s)		
NAME	LOCATION	NUMBER

In the event of accident or illness:

- Call a first aider
- Notify whoever is in charge of the area

In an **emergency** dial:

2222

State the condition and location of the casualty

State if casualty is adult or paediatric (infant or child)

All treatment given must be followed up with the completion of a Datix notification as soon as possible. If there are any problems with these arrangements please notify your manager at once.

Please note that we are unable to supply medicine or tablets.

Signed: _____ Date: _____

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Appendix C – First Aid Notice (Community Sites)



The first aid box is located in:

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Nominated first aider(s)		
NAME	LOCATION	NUMBER

In the event of accident or illness:

- Call a first aider
- Notify whoever is in charge of the area

In an **emergency** call an **ambulance** on:

(9)999

State the condition and location of the casualty

All treatment given must be followed up with the completion of a Datix notification as soon as possible. If there are any problems with these

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arrangements please notify your manager at once.

Please note that we are unable to supply medicine or tablets.

Signed: _____ Date: _____

