

First Aid Procedure

~ Including Basic Life Support Resuscitation and First Aid Training Arrangements

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First Aid Procedure

1 Introduction

The Trust is committed to reducing risks of all types to staff, patients and visitors to the Trust and this includes risks relating to accident, injury and collapse. This procedure forms part of the Trust's Risk Management Strategy.

As a specialist Mental Health Trust administering mainly psychological therapies, which are not physically invasive, and providing only out-patient and day patient facilities the risk of a medical or drug related accident or incident caused by an injury or collapse of patients, visitors or staff is very low. The vast majority of patients seen at the Trust have a good physical health with very few serious medical conditions.

The Trust has an extremely small number of patients who receive medication whilst on the premises and details for managing these risks are to be found in the Prescription and administration of medication procedure.

The Trust recognises specific risks of accident to both staff and patients to be high in its day unit where extremely disturbed children are managed on a day case basis in a school setting.

With this as a background, the Trust nevertheless recognises the importance of having effective arrangements to respond to persons requiring first aid and or basic life support and this document sets out the arrangements the trust has in place.

2 Purpose

The purpose of this procedure is to set out the arrangements for the delivery of first aid, including reference to back-up support provided by accident and emergency departments of the nearest hospitals. The procedure also sets out the arrangements for the level of training in resuscitation techniques, which is limited to qualified doctors only.

3 Scope

This procedure relates to the first aid management of all staff, patients or visitors who sustain an accident, injury or become ill whilst on Trust premises or in the direct care of Trust staff

4 Definitions

5 Duties and responsibilities

4.1 Chief Executive

The Chief Executive is ultimately responsible for this procedure. He has delegated the lead responsibility for first aid to the Medical Director.

4.2 Medical Director

The Medical Director is responsible for the implementation of the procedure. He is assisted in this implementation by the Trust's Health and Safety Manager.

4.3 Health and Safety Manager

The Trust's Health and Safety Manager is responsible for maintaining records of trained first aiders and to ensure that the Trust maintains an adequate number of trained first aiders and those first aiders receive regular and appropriate update training.

4.4 Occupational Health Services

The trust has a contractual arrangement with the Royal Free hospital for the provision of Occupational Health Services

Staff who sustain any injury at work requiring more than first aid treatment are referred directly to their GP or to the accident and emergency department of the nearest hospital.

If a member of staff requires a prolonged period of time off work (more than 2 weeks) following an accident at work then it is the practice of the trust to request an assessment of their fitness to work by the Occupational Health Department at the Royal Free Hospital. Return to work in these circumstances will be supported both by the member of staff's own manager and the HR department

4.5 Managers

Managers are responsible for ensuring that staff know the identity of the local first aider and arrangements for obtaining first aid advice should this become necessary.

4.6 Nominated First Aiders

Nominated first aiders will, at the Trust's expense, undergo a four day training course and regular training updates to maintain skills. The certificate is valid for three years, and registered first aiders will undergo a two day refresher course before their period of certification expires.

The health and safety manager will arrangement the training and keep a log of the first aiders on the staff. The Trust will seek to ensure that there are suitable and sufficient appointed persons to cover each site for most of the working day.

4.7 Nominated Persons to check First aid boxes

A first aid box is available on each floor of the Tavistock Centre and in each other building occupied by the Trust. A nominated member of staff will be responsible for checking and replenishing these first aid boxes. Supplies purchases are arranged through the Procurement Department.

6 Procedures

The Trust is responsible for ensuring there are suitable and sufficient first aiders and appointed persons to cover each site for most of the working day in order to comply with the Health and Safety (First Aid at Work) Regulations 1981. It meets these obligations by having a number of fully trained first aiders, and by ensuring that its medical staff maintain their basic life support skills training.

A first aider is defined as someone who has undergone and successfully completed a minimum four day training course by an accredited organisation which covers most common eventualities in some depth.

The Day Unit has at least two fully trained First Aiders and most staff are trained as an 'appointed person' who has undergone a single day's training by an accredited organisation providing a basic grounding in most common eventualities.

The trust will only provide very limited first aid and will rely on the ambulance service and their advanced training to attend, or for an injured person to be transferred to the nearest accident and Emergency department for expert attention in all other cases.

In the event of a medical emergency when a patient is collapsed urgent assistance immediate assistance should be sought via the ambulance service through calling 999. When calling 999 the person making the telephone call needs to make it clear to the operator that this is a specialist mental health clinic, and not a hospital, to avoid the risk of reduced priority being given to such a call.

First aiders and clinically qualified staff should limit their support to minor injuries only or immediate life saving first aid. If an injury does not warrant calling an ambulance but medical examination or intervention may be required, the injured person should be encouraged to attend the nearest accident and emergency department or their own medical practitioner. A First Aider can be called by dialling 3333.

Medical supplies kept on the site are limited to a basic first aid kit containing plasters, bandages etc only.

The Trust has determined to fulfil its requirements under the Health and Safety (First Aid at Work) Regulations 1981 which requires a total of 1 person as a trained first aider for 50 members of staff. The Trust endeavours to have at least one trained first Aider to each floor of the Tavistock Centre and will seek to ensure a minimum of one trained person for each site. The Health and Safety Manager will ensure that this minimum number is maintained, and will keep the up to date register of those competent persons. As detailed above the Trust will utilise the services of its medical and nursing qualified staff in the event of a first aid emergency in addition to relying on trained first aiders.

The Trust has a first aid room situated on the ground floor of the Tavistock Centre. The room is in a quiet area of the building, contains a bed, additional first aid supplies and equipment and has adjacent toilets.

7 Training Requirements

The Trust has considered its needs for staff trained in first aid and BLS.

Staff will be invited to volunteer to undertake first aid training. No previous training in this area is required and the Trust will extend the invitation to train other staff, (who do not wish to become registered first aiders) recognising this is a useful life skill as well as of direct benefit to the trust.

With our staff number the trust requires 9 first aiders. We will seek to recruit volunteers to be trained to a total of 9, however when this cannot be met we will also ensure that medical staff maintain BLS skills.

We require all GMC registered doctors to keep their BLS training up to date.

The Trust will therefore provide the following training:

First Aid training (for new first aiders)	4 days
Update first aid training	2 days every three years

This training includes basic life support skills (BLS) i.e. cardio pulmonary resuscitation via mouth to mouth and heart massage.

Training for GMC registered doctors	2 hours every 3 years
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The Health and Safety Manager will monitor training requirements and engage suitably qualified trainers to deliver training.

The Health and Safety Manager is responsible for identifying and organising First Aid Training. A list of all qualified first aiders is kept and distributed to managers and trained staff are asked to attend refreshers with in 3 years of certification. In the case of staff turnover or reluctance to retrain, the H&S manager will ask team managers to nominate another member of staff from that department as a replacement.

The Head Teacher at the Day Unit is responsible for arranging the training for Day Unit staff.

The Medical Director is responsible for informing and ensuring the medical staff attend the regular training sessions for basic life support training. Doctors are required to update their skills and knowledge every 3 years. The training sessions for Medical staff are held in house.

8 Process for monitoring compliance with this Procedure

The Health and Safety Manager will monitor the effectiveness of this procedure. He/She will do this in a variety of ways including:

- receiving information on first aid incidents
- receiving information on more serious incidents requiring medical treatment and/or the assistance of the ambulance service
- receiving information on uptake of training
- advising the Trust on the need for further action on receipt of external advice or guidance

- monitor the uptake of first aid and BLS training and report any concerns to the Corporate Governance and Risk Lead.

The manager provides reports to the Management Team on an exceptional basis, and quarterly reports to the Corporate Governance and Risk Work Stream, which provides assurances to the Board via the Chair of the Clinical Quality, Safety and Governance Committee.

9 References

Health and Safety (First Aid at Work) Regulations 1981

10 Associated documents¹

Incident reporting policy and procedure
Health and Safety Policy

¹ For the current version of Trust procedures, please refer to the intranet.

Appendix A : Equality Impact Assessment

1. Does this Procedure, function or service development affect patients, staff and/or the public?

YES

2. Is there reason to believe that the Procedure, function or service development could have an adverse impact on a particular group or groups?

NO

*3. If you answered **YES** in section 2, how have you reached that conclusion? (Please refer to the information you collected e.g., relevant research and reports, local monitoring data, results of consultations exercises, demographic data, professional knowledge and experience)*

4. Based on the initial screening process, now rate the level of impact on equality groups of the Procedure, function or service development:

Negative / Adverse impact:

Low.....

Positive impact:

Low.....

Date completed 17.7.15

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