



First Aid Arrangement

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1. Statement of purpose

Shropshire Council is committed to providing immediate first aid help to any employee who is taken ill or is injured at work, in compliance with the Health and Safety (First Aid) Regulations 2013. This commitment also extends to volunteers and pupils of 6 years and over.

In school settings for pupils up to the age of 5, first aid should be provided in conjunction with the Department for Education/Ofsted Early Years Foundation Stage Statutory Framework 2024.

Fostering Services should be providing first aid which adheres to Regulation 20 of the Fostering Services Regulations 2011.

In the Council's public facing buildings and services, such as libraries, museums and theatres, it is expected that the Council is providing first aid when a visitor, a service user or a passer-by falls ill or is injured. In these premises, the Council will strive to provide first aid personnel and equipment so that staff are fully supported in dealing with the range of accidents and ill health that often occurs.

Council adult residential care homes will take account of the HSE's guidance, HSG220 Health and Safety in Care Homes.

The Council is mindful that the welfare of our staff, who have volunteered to be First Aiders, is paramount. Therefore, services should endeavour to provide more than the minimum required number of first aiders to provide support to one another in the event of an incident and cover for time off.

2. Scope

This arrangement applies across all Shropshire Council service areas and work situations, including staff who need to travel, work remotely or alone.

This arrangement does not cover the provision of Mental Health First Aiders. For more information on these roles go to the Welfare Corner on the Intranet.

3. First aid definition.

First aid is the initial immediate treatment given to a casualty who is suddenly taken ill or is injured. It is the stop gap until qualified medical help arrives.

The aim of first aid is to preserve life, prevent further suffering and promote recovery.

4. Roles and responsibilities – who does what.

The Organisation - Specific Responsibilities document sets out the roles and responsibilities with respect to health and safety for all levels of staff within the Council. This document forms part of the Council's Health and Safety Policy and can be found here: [Health and Safety Policy](#). All staff need to be aware of their responsibilities under this policy.

Line Managers need to ensure they have carried out a first aid needs assessment(s) for their team(s), provided adequate first aid equipment, kept employees informed on first aid facilities and provided first aid training. Line Managers are expected to encourage staff to volunteer to be First Aiders.

5. First Aid training

First aid training within the Council is provided by the Health and Safety Team trainers. All our trainers are qualified to deliver accredited qualifications and are affiliated to the First Aid Industry Body (FAIB). The FAIB carry out regular monitoring and quality control of the training provided by our trainers.

6. Implementation

Management guidance is provided below to support the implementation of this arrangement.

7. Compliance

Heads of Service and Service Managers have a role in ensuring that suitable first aid facilities, appropriate to the workplace, are in place and cover is available at all times.

Compliance with this arrangement will be checked during premise inspections and team audits carried out by the Health and Safety Team.

8. Review of arrangements

These arrangements will be reviewed every five years or if there are any changes, e.g. from the Resus Council, sooner. This will be carried out by the Health & Safety Team, in consultation with recognised trades unions.

Approving Body:

Stage	By	Reviewed Date:
Consultation	Health, Safety and Welfare Group	April 2009
Approval	Health and Safety Forum	October 2009
Reviewed	HR&D Health & Safety Team	January 2014
Reviewed	HR&D Health & Safety Team	July 2017
Reviewed	HR&D Health & Safety Team	November 2018
Reviewed	Health & Safety Team	April 2021
Reviewed	Health & Safety Team	January 2023

Reviewed	Health & Safety Team	May 2026
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First Aid Arrangements

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1. How do I conduct a First Aid Needs Assessment?

Each service and team needs to record an assessment of first aid needs. This is done by completing the template that is available on the intranet ([First Aid](#)). The needs assessment helps Managers decide how many first aid personnel and what level of training is needed depending on the circumstances in the workplace.

2. What is a First Aider?

First Aid personnel are employees who have volunteered for the role, have been assessed as being suitable and hold a current first aid certificate from a competent training provider (one that operates under a quality assurance system). The certificate could be in Emergency First Aid at Work, First Aid at Work or Requalification First Aid at Work, Paediatric First Aid, Emergency First Aid at Work with Paediatric Element or Outdoor First Aid.

A First Aider will provide initial immediate treatment to a casualty who is suddenly taken ill or is injured, as a stop gap until qualified medical help (if needed) arrives.

A First Aider may minimise further injury, improve health and prevent death by following 3 key principles:

1. Checking the scene safety
2. Calling 999
3. Only using the available equipment or medications they have been trained to use.

A First Aider can assist a casualty to administer their own prescribed medication e.g. adrenaline auto injectors (epi-pens) for anaphylaxis or inhalers for asthma. This medication cannot be used on other casualties that have not been prescribed it.

If a job role includes administering medications within a care plan, specific training must be provided by the employer for this. It is not a role for a First Aider.

Note: There may be occasions when a First Aider may be directed by the emergency services to use equipment that they have not had in depth training on.

3. What is an Appointed Person?

Where the needs assessment identifies that a First Aider is not necessary, the minimum requirement is to appoint a person to take charge of first aid arrangements.

The role of the Appointed Person includes looking after the first aid equipment, checking that all first aid items are in date and replacing as necessary, checking other facilities and calling the emergency services when required.

Appointed Persons should not attempt to give first aid for which they have not been trained.

4. Who can be a First Aider?

Managers of potential First Aiders, in considering whether a member of staff is suitable to undertake all the duties and responsibilities of this role should go through the criteria in the First Aid Delegate Assessment ([First Aid](#)) before booking anyone on to first aid training.

5. What protection is offered to first aiders?

Prospective First Aiders may have questions regarding their own safety and wellbeing if they were to become a First Aider. Concerns largely fall into two areas, as below, and these are dealt with during first aid training.

The Social Action, Responsibility and Heroism Act 2015 (Sarah Act) gives reassurance if something goes wrong. Provided the following are in place the Act will protect any First Aider who is acting for the benefit of society or assisting an individual in danger:

- the First Aider is in possession of an in-date certificate
- the First Aider is following their training (note: for defibrillator use no training is required, please refer to the defibrillator guidance [Defibrillators](#))
- the First Aider is in receipt of up-to-date information with regard to first aid.
- the First Aider has access to adequate equipment.

Infection control. When dealing with a casualty First Aiders can reduce the risk of cross infection by adhering to the training provided including:

- covering their own cuts and grazes with sterile dressings
- using the PPE in the first aid kit, e.g. nitrile gloves or the barrier devices
- washing hands after providing first aid
- disposing correctly of soiled dressings and any first aid equipment

6. How do I dispose of soiled dressings and first aid equipment

All soiled dressings and first aid equipment can be double bagged and put into the normal waste stream, unless clinical waste facilities are available to deal with this waste.

7. What support is offered for First Aiders after any first aid incident?

First Aiders provide the initial assistance to a casualty who is taken ill or had an injury. A First Aider will not know how they will react in the face of an incident until one happens. For this reason, provision of First Aiders must take this into account. For example, if one First Aider passes out at the sight of a serious injury is there another First Aider available.

After the event, First Aiders may question what they have just done. This could result in a variety of unexpected feelings, such as guilt or shock and questioning whether they could have done better. Managers need to be respectful and empathic towards any First Aider after an incident and allow for any of the following:

- The need for the First Aider to speak to fellow First Aiders about what happened and the first aid given
- Acknowledgement of feelings and reactions following on from an incident

- Time to process what just happened instead of going straight back to their normal role
- Providing reassurance that whatever action they took was right at the time, to avoid First Aiders believing that they should have done better.

8. What training courses are available and how do I book them?

The following courses are provided by the Health and Safety Team trainers and can be booked via ERP.

<u>Course Title</u>	<u>Duration of course</u>	<u>Valid for</u>
First aid at work (FAW)	18 hours	3 years
First aid at work requalification (Requal) Note: Requal 2 day course can be taken before the current FAW or Requal certificate expires	12 hours	3 years
Emergency first aid at work (EFAW)	6 hours	3 years
Paediatric first aid (PFA)	12 hours	3 years
Emergency first aid at work with paediatric element	7 hours	3 years

They are normally delivered in Shrewsbury, but on-site training can be arranged directly with the trainers. The content of each course is also listed in the First Aid Programme document here [Training and development](#).

Outdoor First Aid is not currently offered and must be sourced from an external competent provider who operates under a quality assurance system. Note: Outdoor First Aid is for anyone working or participating in activities in an outdoor environment. The course content is focused on providing essential life support and treating illnesses whilst managing casualties in exposed conditions within the outdoors. Examples of situations where Outdoor First Aid might be needed are Teachers on field trips; Forest Schools; Outdoor Instructors and Outdoor Education.

9. What is contained in a first aid kit?

The contents of a first aid kit depends on the level of risk in the workplace.

For low risk hazard environments, e.g. offices, libraries the following should be provided, in line with BS8599-1:2019. See Appendix 1 below for quantities of items/size of kits.

For vehicles, BS8599-2:2019 details the contents of kits to handle injuries that might happen on the road, from minor cuts to more serious roadside emergencies. The aim is to provide enhanced specialised care for road traffic accident victims. Kits come in 3 sizes depending on the vehicle class and number of passengers. Again, see Appendix 1 below. For Council provided vehicles, except short term vehicles, first aid kits are supplied with the vehicles.

For higher risk environments, e.g. where machinery such as chainsaws are used or in our enhanced tier buildings under Martyn's Law, other equipment such as bleed control kits, to deal with life threatening bleeds, should be provided. The bleed control kit contains:

- blunt ended scissors
- compact tourniquet
- haemostatic dressings
- trauma bandage
- nitrile gloves
- foil blanket
- instructions
- a marker pen

- a resuscitation shield.

For all kits, everything except the blunt ended scissors is one use only. All items have a use by date. Items that are out of date or with damaged packaging must **not** be used.

10. How often should the contents of first aid kits be replaced?

All items should be in date, comply with the BS8599 standard and be replaced by the dates given.

First aiders or Appointed Person must re-stock the first aid to the required level of content after every use.

11. What should not be in your first aid kit?

The following items should not be in first aid kits:

- cotton wool
- pills (e.g. aspirin, paracetamol, anti-histamine)
- medicines
- creams and sprays
- sharps scissors
- adrenaline auto-injectors (also known as epi-pens)
- inhalers.

Note: emergency services may advise the giving of aspirin to a casualty suffering with a suspected angina or heart attack. This would be possible if the casualty is carrying this medication, but aspirin should **not** be kept in any first aid kit.

12. Do I need to provide a defibrillator for use in the workplace?

Health and safety legislation does not require the Council to provide an automated external defibrillator (AED) in a workplace. Please go to the Defibrillator Guidance [Defibrillators](#) to help you decide whether a defibrillator is needed

Note: whilst training in the use of AED's is not a requirement, it is likely to make the user more confident and is now an integral part of the syllabus for FAW and EFAW courses.

13. Do I need to provide a room for first aid?

The Education (School Premises) Regulations 2012 requires that every school must have a room appropriate and readily available for use for medical or dental examination and treatment and for the caring of sick or injured pupils. It must contain a washbasin and be reasonably near a toilet. It must not be teaching accommodation.

In other workplaces, an employer need only provide a suitable first aid room or rooms where their assessment of first aid needs identifies this as necessary. In general, it is only required for larger workplaces where higher hazards are present.

Where a first aid room is provided it should be easily accessible to stretchers, clearly signposted and identifiable by white lettering or a white cross on a green background. It should contain the following equipment:

- a sink with hot and cold running water
- drinking water and disposable cups
- soap and paper towels
- a store for first aid materials
- foot-operated refuse containers, lined with disposable yellow clinical waste bags or a contain the safe disposal of clinical waste

- a couch with waterproof protection, clean pillows and blankets
- a chair
- a telephone or other communication equipment

14. How do I contact a First Aider and where do I find first aid equipment?

Notices should be displayed in all workplaces giving the name, location and contact phone numbers of all First Aiders and the location of first aid kits and the nearest defibrillator.

15. What records need to be kept?

The Manager needs to keep a record of a First Aider's training and when it expires so that requalification or renewal training can take place. If First Aid Training has expired the First Aider should not attend an incident unless an in-date First Aider can accompany them.

The Manager needs to ensure that the First Aiders know who is responsible for stocking up the First Aid kits and where to get replacement supplies from.

First Aiders should record details of first aid treatment administered using the Incident Form on ERP. This should be done as soon as possible after the incident as this will assist the Health and Safety Team in assessing whether a RIDDOR report is legally required. In completing the Incident Form, answer all questions and provide detail of:

- the first aid given, or offered and refused
- whether the emergency services attended
- what happened to the person immediately afterwards (e.g. went home, went back to work, went to hospital)
- what action, if any, has/will be taken to prevent a re-occurrence.

Records are secure and comply with the General Data Protection Regulations. Records will be maintained in accordance with Shropshire Council's data retention schedule and Shropshire Councils' guidelines for Schools.

Appendix 1 First Aid Materials, Equipment and Facilities Checklist.

Size of First Aid Kit required to BS8599-1:2019

Below is a useful guide to help match the needs risk assessment to an appropriate kit size.

<u>Hazard Risk Level</u>	<u>Number of Employees</u>	<u>First Aid Kit</u>	<u>Minimum First Aid Personnel</u>
Low Risk e.g. shops, offices & Libraries	1-24	1 Small	1 Appointed Person
	25 -49	1 Medium	1 x EFAW Trained First Aider
	50+	1 Large 9per 100 employees)	1 x FAW Trained First Aider (per 100 employees)
High Risk e.g. construction, warehouses & factories	1-4	1 Small	1 Appointed Person
	5-49	1 Medium	1 EFAW or FAW Trained First Aider
	50+	1 Large (per 50 employees)	1 x FAW Trained First Aider 9per 50 employees)

(Source: FAIB 21.04.26)

On Site First Aid Kit BS8599 – 1:2019

- white cross on a green background to be visible on the First Aid container
- easily accessible, and to be able to take the kit to the casualty
- categorized into small, medium, and large sizes based on location and level of risk

<u>Contents Required</u>	<u>Small – Medium - Large</u>
First Aid Guidance Leaflet/Contents List -	1
Medium Sterile Dressing (12cm x 12cm)	4 - 8
Large Sterile Dressing (18cm x 18cm)	1 - 2
Triangular Bandage (90cm x 90cm x 127cm)	2 - 4
Conforming Bandage (7.5 cm x 4m)	1 - 2
Eye Pad Sterile Dressing	2 - 4
Waterproof Assorted Plasters	40 - 100
Alcohol-free Moist Cleansing Wipes	20 - 40
Microporous Tape (2.5cm x 5m)	1
Nitrile Disposable Gloves (Pairs)	6 - 12
Finger Dressing (Adhesive)	2 - 4
Resuscitation Aid	1 - 2
Foil Blanket (Adult Size)	1 - 3
Burn Relief Dressing	1 - 2
Blunt Ended Scissors/Universal Shears	1
Safety Pins	6 - 24

If tap water is not available for eye irrigation, the employer should provide at least one litre of sterile water or saline solution (0.9%) in a sealed disposable container stored near the First Aid Kit.

Size of First Aid Kit required to BS8599-2 (Transport)

Below is a useful guide to help match the needs risk assessment to an appropriate kit size.

Type of Vehicle	BS 8599 – 2 Kit Selection Guide	Considerations	Extra Requirements
Private cars, taxis, small vans	Small	Assess the hazards of the driving activity	If the assessment indicates higher risks, you may need additional trauma kits or more of certain items.
Large vans, lorries/HGV's	Medium		
Buses, coaches (17+ Passengers)	Large		

Transport First Aid Kits BS8599 – 2

- compliant vehicle first aid kits are designed for road safety
- categorized into small, medium, and large sizes based on vehicle size and passenger numbers

Contents Required (* Must be in the Kit)	Small – Medium - Large
First Aid Guidance Leaflet/Contents List *	1
Medium Sterile Dressing (12cm x 12cm) *	1 - 2
Large Sterile Dressing (18cm x 18cm)	Up to 1 depending on kit purchased
Triangular Bandage (90cm x 90cm x 127cm) *	1 - 2
Conforming Bandage (7.5 cm x 4m)	Up to 1 depending on kit purchased
Eye Pad Sterile Dressing	Up to 1 depending on kit purchased
Waterproof Assorted Plasters *	10 - 20
Cleansing Wipes *	4 - 20
Microporous Tape (2.5cm x 5m)	Up to 1 depending on kit purchased
Nitrile Disposable Gloves (Pairs) *	1 - 5
Resuscitation Aid *	1 - 2
Foil Blanket (Adult Size) *	1 - 3
Burn Relief Dressing *	1 - 4
Blunt Ended Scissors/Universal Shears *	1
Safety Pins	Up to 6 depending on kit purchased
Dressing Pads (Adhesive) *	1
Medium Trauma Dressings (specifically designed for severe injuries)	Medium to Large Kits only 2
Large Trauma Dressings (specifically designed for severe injuries)	Large Kits only 1
Eyewash 250ml	Up to 1 depending on kit purchased