

MANAGEMENT PROCESS DESCRIPTION MPD339/2.1

First Aid

This Management Process Description replaces
MPD339/2

Copy Number

Effective

04/01/19

Summary of Significant Changes

Implement change request

Policy

It is the Policy of NHSBT to provide suitable first aid should someone become ill or injured.

Purpose

The purpose of this MPD is to clarify how first aid is to be provided should a person become ill or injured.
This MPD covers both staff training and equipment required to meet this.

This MPD covers all NHSBT working environments (e.g. Centres, Blood Collection Teams, Vehicles etc).

Responsibilities

The Group Services Human Resources Director is responsible for:

- Ensuring that adequate financial and physical resources are available for first aid provision at NHSBT Centres (excluding Static Clinics).

The Health, Safety and Wellbeing Department is responsible for the following at NHSBT Centres (excluding Static Clinics):

- Organising the delivery of training, refresher training and keeping training records.
- The ordering of first aid boxes and first aid supplies for NHSBT Centres.
- The ordering of Defibrillator supplies for centres which have them fitted.
- Supporting the CPC/ Centre Manager to carry out First Aid Risk Assessment(s) on the site(s) for which the CPC/ Centre Manager is responsible.
 - On receiving records from the First Aid Training Provider, updating centre staff records on Employee Staff Record (ESR) IT system to include details of first aid training completed. This information will include the expiry date of the certificate.

The Director of Blood Donation (BD) is responsible for ensuring that first aid is provided at clinics and teams, including:

- Ensuring that adequate financial and physical resources are available for collections staff and Static Clinics.
- Ensuring that the First Aid Risk Assessment is carried out and is kept under review.

Area Matrons/Managers are responsible for ensuring resources are in place to provide first aid at clinics and teams, including:

- Ensuring adequate first aid provision (i.e. people trained to administer first aid and first aid equipment).

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Responsibilities continued.....

BD Education and Training are responsible for

- On receiving records from the First Aid Training Provider, updating clinic and team staff records on Employee Staff Record (ESR) IT system to include details of first aid training completed. This information will include the expiry date of the certificate.

Senior Sisters/ Charge Nurses are responsible for day to day supervision (clinics and teams):

- Ensuring that there is one first aider present at each session who is qualified to First aid at Work standard.
- The ordering of first aid boxes and first aid supplies for Blood Collection Sessions.

First Aiders at Work and Emergency First Aiders at Work are responsible for:

- Carrying out any first aid to the best of their ability and in accordance with training and instruction they are given.
- Checking first aid boxes for which they have been given responsibility. Replenishing of first aid boxes with supplies provided by the Health, Safety and Wellbeing Department (for centre boxes) or their Team Manager (for blood collection teams).
- Completing [FRM413](#) Record of First Aid Treatment Given.
- Informing the Health, Safety and Wellbeing Department when they leave the department or service.

Centre Facilities Departments

- Perform and document, on [FRM5776](#), the daily checks on the defibrillators within the reception area (if present) and notifying the appropriate person as per the training if there is a problem

The Centre Partnership Group (CPC) / Centre Manager is responsible for:

- Carrying out the First Aid Risk Assessment for NHSBT Centres (excluding Static Clinics)
- Implementing actions.
- Reviewing the First Aid Risk Assessment.

The Head of Centre / Centre Manager responsible for:

- Keeping the First Aid Risk Assessment for NHSBT Centres.

General Manager ODT is responsible for:

- Carrying out the First Aid Risk Assessment for ODT Centres
- Implementing actions.
- Reviewing the First Aid Risk Assessment.
- Keeping the First Aid Risk Assessment.

The First Aid Training Provider is responsible for:

Providing up to date records of NHSBT staff who have attended First Aid training and refresher training as well as carrying out administration for the courses.

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Definitions

Must – This is the minimum criterion that is to be met. Any standard below this is not acceptable

Should – Where reasonably practicable this criterion is to be met.

First Aid – This means treatment for the purpose of preserving life and minimising the consequences of injury and illness. Where necessary this will be carried out until help is obtained from the emergency services. It also means the treatment of anyone who becomes sick or injured. This includes treatment of minor injuries.

First Aider at Work – This means a nominated employee who has successfully completed an approved First Aid at Work course and holds an up to date certificate of competency.

Emergency First Aider at Work – This is a nominated employee who will contact the emergency services where necessary. This course includes cardio-pulmonary resuscitation training.

Applicable Documents

The legislation applicable to the provision of First Aid Arrangements includes the Health and Safety at Work Act, and includes the following regulations:

- The Health and Safety (First-Aid) Regulations 1981 and Guidance (L74)
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
- BS8599_1:2011 Workplace First aid Kits Part 1 – Specification for the contents of workplace first aid kits.

NHSBT documents:

Datix – Model First Aid Risk Assessment for NHSBT Centres

Datix – Model First Aid Risk Assessment for Blood Collection Teams

[MPD1090](#) – Risk Assessment

[FRM1373](#) – Accident/Near Miss Incident Report

[SOP429](#) – Reporting Accidents or Near Misses

[INF128](#) – First Aid Equipment to be contained in First Aid Boxes

[FRM413](#) – Record of First Aid Treatment Given

[FRM5776](#) – AED Checklist

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Process Description

For NHSBT Centres (excluding Static Clinics and ODT)

The CPC / Centre Manager must ensure a First Aid Risk Assessment for the site(s) associated with the CPC / Centre is carried out. The Risk Assessment MPD ([MPD1090](#)) must be complied with. Guidance on the factors to be considered is contained in the Model First Aid Risk Assessment for NHSBT Centres which has been copied across to each centre in Datix via their local H&S Advisor ready for adaptation and to be signed off and communicated to the centre by the Head of Centre (HOC). The HOC should work with the local H&S Advisor to complete the risk assessment. The risk assessment should also be discussed and agreed at the local CPC.

The First Aid Risk Assessment must include persons who will provide First Aid and the equipment needed. It must also take into account shift working and the nature of the hazard.

The CPC / Centre Manager is accountable for the implementation of outcomes from the First Aid Risk Assessment including:

- Identification and training of First Aiders.
- Identification of the First Aid equipment, e.g. location, number and size of First Aid boxes and defibrillator if present within their centre.

For ODT Centre

The General Manager is responsible for ensuring that there is a first aid risk assessment in place.

General requirements

First Aid Risk Assessments must be reviewed at least annually or when circumstances change.

A record will be kept by the Health, Safety and Wellbeing Department of all centre based staff who have attended First Aid and AED courses, including refresher training.

The first aiders/emergency first aider at work's manager must inform their local Health and Safety Advisor when they leave the department or service.

For Blood Collection Teams

Blood Collection must carry out a First Aid Risk Assessment for all blood collection teams, team bases and clinics. The Risk Assessment MPD ([MPD1090](#)) must be complied with. Guidance on the factors to be considered is contained in the Model First Aid Risk Assessment for Blood Collection Teams which has been copied across to each teams local Datix account ready for adaptation by the local risk assessor and sign off and communication to the team by the local manager.

The First Aid Risk Assessment must specify the number of people who will provide First Aid and the equipment needed. It must also include shift working and the nature of the hazard.

Blood Collection are responsible for the implementation of outcomes from the First Aid Risk Assessment including:

- Identification and training of First Aiders.
- Identification of the First Aid equipment, e.g. location, number and size of First Aid boxes.
- Blood Donation Senior Management Team have specified that this training must be for the First Aid at Work qualification.

First Aid Risk Assessments must be reviewed at least annually or when circumstances change.

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Training records for Blood Collection will be held centrally. Senior Sisters/ Charge Nurses must also keep first aid training records for their staff.

For All

First Aiders must ensure that there is adequate first aid equipment (e.g. that boxes are kept stocked with items that are within expiry date). Refer to List of First Aid Equipment to be contained in First Aid Boxes ([INF128](#)).

All first aiders and emergency first aiders at work must receive suitable training.

All accidents, including those where first aid has been administered must be reported. NHSBT provides Accident/ Near Miss Incident Report ([FRM1373](#)) which must be completed following an accident, as per the Reporting Accidents or Near Misses SOP ([SOP429](#)). Information about any first aid treatment provided and by whom should also be recorded in the report.

First Aiders/Emergency First Aiders at Work must also record the treatment provided and equipment used on Record of First Aid Provided ([FRM413](#)). This should be completed as fully as possible and sent to HR Direct. The First Aider should retain a copy for their records.

NHSBT First Aiders and Emergency First Aiders at Work are expected to administer first aid to both work colleagues and others who require emergency treatment. This includes donors and visitors. If first aid is administered and complications arise whilst the First Aider/Emergency First Aiders at Work is acting in accordance with the training that they have received, then NHSBT will protect and defend the employee in all ways that it can including paying any claims for damages and third party legal costs arising.

Exclusions

None