

First Aid Policy

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NHS Shetland Document Development Coversheet*

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***To be attached to the document under development/review and presented to the relevant group**

Please record details of any changes made to the document in the table below

Date	Record of changes made to document
January 2022	<p>V2.0</p> <p>Replace references to Health & Safety Team with Health & Safety Lead. Replace references to Health & Safety Committee with Health, Safety & Wellbeing Committee. Remove paragraph within section 5 detailing arrangements for Mental Health First Aid training provision, as this is currently under review and not being delivered by the Board.</p>
May 2025	<p>V2.1</p> <p>Section 1 – Add reference to Scottish Government Guidance CEL 43 (2008).</p> <p>Section 3 – Add clarification on clinical roles approved to provide first aider cover without further training within a healthcare setting.</p> <p>Section 4 – Add <i>“The Health & Safety Control Books provide a Generic Risk Assessment for First Aid provision, which can be used as a starting point for further evaluation of specific departmental needs”</i>.</p> <p>Section 7 – Add <i>“A short training course entitled “First Aid - Appointed Person Training” has been developed in-house by the Health & Safety Team and must be completed every 3 years by staff designated as an Appointed Person for First Aid. The course is booked by contacting the Health & Safety Team.</i></p> <p>Section 8 – Add <i>“Where a departmental manager has identified through their first aid needs assessment, that they wish to provide an Automated External Defibrillator (AED) in the workplace, then to comply with the Provision and Use of Workplace Equipment Regulations 1998 (PUWER), the manager must ensure that information and written instructions are provided, for example from the manufacturer of the AED, on how to use it”</i>.</p> <p>Section 10 - Add <i>“and is also published within the Health & Safety Departmental Intranet page”</i>.</p> <p>Section 11 – Add clarification on Policy formal review timescales.</p> <p>Appendix 3 – Add clarification around not providing any tablets or medications in first aid kits.</p> <p>Appendix 4 – Add new First Aid Treatment Record</p>
Nov 2025	<p>V2.2 Section 7 – Replace training by external provider arranged via Learning & Development and Add <i>“First Aid at Work Certificate training is provided by the Health & Safety Team for all clinical staff who wish to update their skills in first aid”</i>.</p>

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1. Introduction and Legislative Framework

NHS Shetland delivers healthcare services across a wide portfolio of settings, resulting in diverse First-Aid requirements.

NHS Shetland has a duty to comply with all regulatory requirements, related to the Health and Safety at Work etc Act [HSWA] 1974, including but not limited to the specific legislation, The Health and Safety (First-Aid) Regulations 1981.

Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. The First-Aid at Work, Guidance on Regulations, L74 (Third Edition) published 2013 has been consulted to ensure that NHS Shetland meets this legal duty.

This First-Aid Policy describes the key principles and responsibilities underpinning the arrangements for First-Aid at work throughout NHS Shetland in line with Scottish Government guidance (CEL 43 (2008)).

2. First Aid Policy Statement

NHS Shetland is committed to providing sufficient numbers of First-Aid personnel to deal with accidents and injuries at work, where needs assessment shows this to be necessary, and will ensure appropriate certificated training is provided for and undertaken by appointed First-Aiders in compliance with statutory requirements. However, as an NHS Board with extensive clinical staff available, dedicated First Aider's are in the main, unlikely to be required due to the close proximity of qualified clinical staff, unless a risk assessment / first aid provision needs assessment dictates otherwise.

In line with the Scottish Government's policy, if applicable, an annual allowance is payable to staff members who are appointed as First-Aiders, have completed the appropriate training in First-Aid at Work and are responsible for providing initial assistance when someone injures themselves or becomes unwell at work.

3. Definitions

First-Aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional clinical help being available, such as performing CPR whilst awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut.

First-Aid is generally performed by the layperson, with many people trained in providing basic levels of First-Aid, and others willing to do so from acquired knowledge.

Within the Approved Code of Practice (Regulation 3, section 7), states "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 (FAW) or Emergency First Aid at Work (EFAW) or equivalent 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".*

*Currently the above Approved Code of Practice excludes staff in Mental Health and Learning Disabilities.

First-Aid Roles	Description
Appointed Person	A person appointed to take charge of arrangements, including looking after equipment and facilities, and calling the emergency services when required. An appointed person must be available to undertake these duties at all times when people are at work. Appointed persons are not First-Aiders and should not attempt to give First-Aid for which they have not been trained.
First-Aider	A person holding a valid Certificate of Competence in either First-Aid at Work (FAW) or Emergency First-Aid at Work (EFAW). EFAW training enables a First-Aider to give Emergency First-Aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the First-Aider to apply First-Aid to a range of specific injuries and illnesses.
First-Aider with additional training	A First-Aider who has undertaken any training additional to the FAW/EFAW or equivalent qualification, as appropriate to the circumstances of the workplace and determined by needs assessment. For example, more in-depth training is advisable in cases where work activities involve the use of hydrofluoric acid, working in confined spaces, outdoors or in remote locations.

4. Responsibilities of Managers and Staff

The Chief Executive has overall responsibility for health and safety in NHS Shetland and has appointed the Director of Human Resources and Support Services (DHR&SS) as the Senior Manager with particular responsibility to oversee the implementation of this policy throughout the Board.

Directors and departmental senior managers are responsible for ensuring that the requirements of this Policy are effectively implemented in their areas of responsibility. This includes the validation of First-Aid Needs Assessments carried out in their sectors.

The Health and Safety Lead is responsible for producing an up-to-date, clear, written First-Aid policy document compatible with NHS Shetlands Health and Safety Policy and Risk Management System as well as ensuring that this is effectively disseminated and regularly reviewed. In conjunction with the Staff Governance and Health, Safety & Wellbeing Committees, the Health & Safety Lead is also responsible for the monitoring and evaluation of the policy to ensure its effectiveness.

Heads of Department and Senior Charge Nurses/Sisters/Team Leaders (who are responsible for Health and Safety Control Books) are responsible for ensuring that the First-Aid Policy is implemented and monitored within their areas of responsibility. In particular they must:

- Carry out an assessment of First-Aid needs appropriate to the circumstances (hazards and risks) of their department/area. The Health & Safety Control Books provide a Generic Risk Assessment for First Aid provision, which can be used as a starting point for further evaluation of specific departmental needs. Support is available from the Health and Safety Team. To facilitate this task, a checklist for assessment of First-Aid needs is included at Appendix 1. The completed checklist can be uploaded to the Control Book record.
- Note that First-Aid needs assessments should be informed by an analysis of accidents which have required a First-Aid response and that this information is obtainable from the NHS Shetland, Incident Reporting System. The First-Aid needs assessment should also be periodically reviewed.
- Decide how many First-Aiders are required for their department or area depending on the findings of the First-Aid needs assessment. If the decision reached is that First-Aiders are not needed, a person or persons should be appointed to take charge of the First-Aid arrangements. The role of an Appointed Person(s) includes looking after the First-Aid equipment and facilities and calling the emergency services when required.
- Within clinical areas, following a First-Aid needs assessment, a Manager may be satisfied that s/he has adequate facilities and resources and enough trained nurses and/or doctors available to administer First-Aid throughout all periods worked and, therefore, may not need to nominate dedicated First-Aiders or Appointed Persons.
- An ambulance must be called when providing First-Aid to a collapsed casualty in non-clinical areas (that is outside of A&E, Wards, Physiotherapy, Radiography, Theatres, OPD, Maternity, and Hospital Dental Department).
- First aiders / clinical staff or appointed persons are responsible for completing the First Aid Treatment Record whenever the first aid box facilities are used (see Appendix 4) and retaining this confidential information securely. Once completed, the First Aid Treatment Record form is to be uploaded as a "Confidential Attachment" into the relevant Adverse Event System Report. Any hard copy of this document must be deleted once an electronic version has been attached to the appropriate Adverse Event Report.

Within non-dedicated clinical areas, the expectation is that doctors, nursing and paramedic staff will undertake First-Aid duties without the need to appoint First-Aiders.

For example, Montfield offices will be served by any appropriate registered doctors and nurses who reside in the building in line with Section 3 of this Policy. There are also two First Aid Appointed Persons who are located in Montfield Reception and provide cover in office hours, Monday to Friday. Clinical areas such as GBH will be served by A&E and Health Centres will use their own doctors and nursing staff or visiting Community Nurses, if available.

Additionally, there are requirements to ensure that:

- As part of the induction process, all staff and volunteers working in their department/area of responsibility are informed of the nature and location of First-Aid facilities.
- Staff and/or volunteers with language difficulties or visual impairment are informed of the arrangements for First-Aid.
- Where appropriate, First-Aid notices are displayed in prominent positions, giving the names of First-Aiders and the location of First-Aid equipment.
- All incidents requiring First-Aid are reported and investigated using the NHS Shetland Adverse Event electronic incident reporting and management system. Note that certain incidents are reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR]. Further details are given in NHS Shetland's Incident Reporting, Investigation and Management Policy.

5. Needs of travelling, remote and lone workers

NHS Shetland is responsible for meeting the First-Aid needs of staff and volunteers working away from the main site, for example those who travel regularly or who work elsewhere. Local needs assessment should determine whether those who travel long distances or are continuously mobile should carry a personal First-Aid kit. Staff and volunteers working alone and/or in remote areas may need special arrangements put in place and additional training as well as being provided with a means of summoning help in an emergency such as a mobile phone. Health and Safety Control Books will detail all local controls for the delivery of first aid.

Crown Vehicles All crown vehicles (cars / vans) are supplied with a First-Aid kit. Department managers are responsible for ensuring that the First-Aid kit contents are checked and replaced, as necessary, on a regular basis and that the First-Aid kit remains in the vehicle for use at all times. Before using a vehicle, all drivers should check that the First-Aid kit (including contents) is present in the vehicle. If the contents of the First-Aid kit are found to be missing or are used during a journey then the driver should inform the department manager of the missing or used item so that replacements can be organised.

6. Estates Department

NHS Shetland's Estates Department should ensure compliance with all applicable Scottish Health Technical Memorandum on Electrical Safety Guidance – in particular the requirement for authorised persons, competent persons and accompanying safety persons to successfully complete an emergency First-Aid training course in accordance with the guidance.

7. Training & Competency

The Health and Safety Executive no longer approve the training courses or qualifications of appointed First-Aid personnel. Employers should evaluate the competency of training providers to satisfy themselves that the training is suitable and sufficient to meet the needs of the organisation's first aiders.

The following table provides details of the minimum training requirements needed by registered **doctors and nurses** to be deemed 'competent' as first aiders with NHS Shetland. Doctor &

nurses should maintain their professional regulatory requirements and revalidate in line with their respective professional bodies regulations.

Minimum Requirements	Re-validation Period
Professional registration in date.	Doctors - 5 Years
	Nurses - 3 Years
Basic Life Support (BLS).	Annual
Role specific Moving & Handling.	2 yearly

In addition to the above minimum requirements, any doctors or nurses who maintain their professional registrations, but do not treat patients face to face on a regular basis, may feel they require refresher training in First Aid techniques. A first aid competency self-assessment form (see Appendix 5) is to be completed by the individual to assist them to identify any gaps in knowledge or training to deliver first aid cover within their respective departments. This can then be discussed with their line manager and appropriate training arranged.

Where staff require formal First Aid at Work courses, 'First Aid at Work Certificate' training is provided by the Health & Safety Team for all clinical staff who wish to update their skills in first aid.

A short training course entitled "First Aid - Appointed Person Training" has been developed in-house by the Health & Safety Team and must be completed every 3 years by staff designated as an Appointed Person for First Aid. The course is booked by contacting the Health & Safety Team.

Any registered Nurses or Doctors who require training in Basic Life Support and/or Moving & Handling can obtain this training from the Moving & Handling / BLS Trainer. Contact the Health & Safety Team to arrange a training session.

8. First Aid Kits

There is no mandatory list of items to be included in a First-Aid container. The decision on what to provide will be influenced by the findings of the First-Aid needs assessment. Appendix 3 contains a guide from the HSE for contents where there are no special hazards and for First-Aid kits for travelling workers.

NHS Shetland have reviewed these requirements and in addition to these basic items the following pieces of equipment will be supplied in all first aid kits (pocket mask for CPR (basic) and a disposable slide sheet). This decision was made to assist our staff who undertake the first aid role and protect their safety.

Items routinely supplied in some clinical areas e.g. Wards and the A&E Department are likely to exceed basic requirements and, therefore, negate the need for a First-Aid kit in these areas, however Managers should check that suitable supplies are readily available and accessible.

Complete First-Aid kits and replacement items can be ordered via Pecos. Managers or First Aid Appointed Persons (where applicable), are responsible to ensure First Aid Kits are stocked and contents remain in date.

Where a departmental manager has identified through their first aid needs assessment, that they wish to provide an Automated External Defibrillator (AED) in the workplace, then to comply with the Provision and Use of Workplace Equipment Regulations 1998 (PUWER), the manager must ensure that information and written instructions are provided, for example from the manufacturer of the AED, on how to use it.

9. First Aid Allowance

A First-Aider allowance is paid to staff who are non-registered doctors or nurses and who are designated as First-Aiders and formally trained and appointed as described above.

The recommended allowance is paid in equal monthly instalments, and uplifted annually in accordance with the annual pay uplift.

When a First-Aider is appointed, an instruction must be sent to Payroll by the HR Department to ensure s/he receives the appropriate monthly allowance, first template letter in Appendix 2. Equally, a First-Aider who is no longer required to provide First-Aid cover has to be removed from the system by informing the HR Department using the second template letter Appendix 2.

Staff on secondment need to discuss with their secondment manager if they are required to provide First-Aid cover or not – if they are not required to provide cover, they should not receive payment and should be removed from the system via the second template letter in Appendix 2.

10. Dissemination and Implementation

The implementation of the First-Aid Regulations across the organisation is mandatory and this policy must be read and implemented in conjunction with other relevant policies, in particular the Health and Safety Policy, which provides general guidance on health and safety issues; as well as the relevant Health and Safety Control Book.

The policy will be made available to all staff via the Policies and Procedures page of the Board's intranet and is also published within the Health & Safety Departmental Intranet page.

11. Review

The Health and Safety Lead is responsible for ensuring that this policy is regularly reviewed, as a minimum every 3 years. However, formal reviews may need to be undertaken more frequently, should significant changes occur to any statutory or legislative regulations or associated guidance documents.

12. References

L74. The Health and Safety (First-Aid) Regulations 1981 (HSE Guidance published 2013 as amended 2018 and 2024). [First aid at work: Guidance on regulations - HSE](#)

Scottish Government CEL 43 (2008). [Microsoft Word - CEL2008_43.doc](#)

13. Equality and Diversity Impact Assessment (EDIA)

The EDIA carried out as part of the Risk Management Strategy recognises that in complying with the Health and Safety at Work etc Act 1974, and subordinate legislation, the Board meets its duty of care towards not just employees but others who may be affected by its activities e.g. patients, visitors, members of the public, contractors and delivery personnel.

As the strategy also makes clear, the promotion of a fair and open culture is regarded as an essential component of an effective risk management system.

The impact of the Risk Management Strategy and supporting documents has been assessed as positive in relation to equality and diversity.

APPENDIX 1- Checklist for assessment of First-Aid needs

Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of First-Aid provision)		
Factor to consider	Space for notes	Impact on First-Aid provision
Does your workplace have low-level hazards such as those that might be found in offices and shops?		The minimum provision is: – an appointed person to take charge of First-Aid arrangements;
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?		You should consider: – providing First-Aiders; – providing additional training for First-Aiders to deal with injuries resulting from special hazards; – providing a suitably stocked First-Aid box; – providing additional First- Aid equipment; – precise location of First- Aid equipment; – providing a First-Aid room;

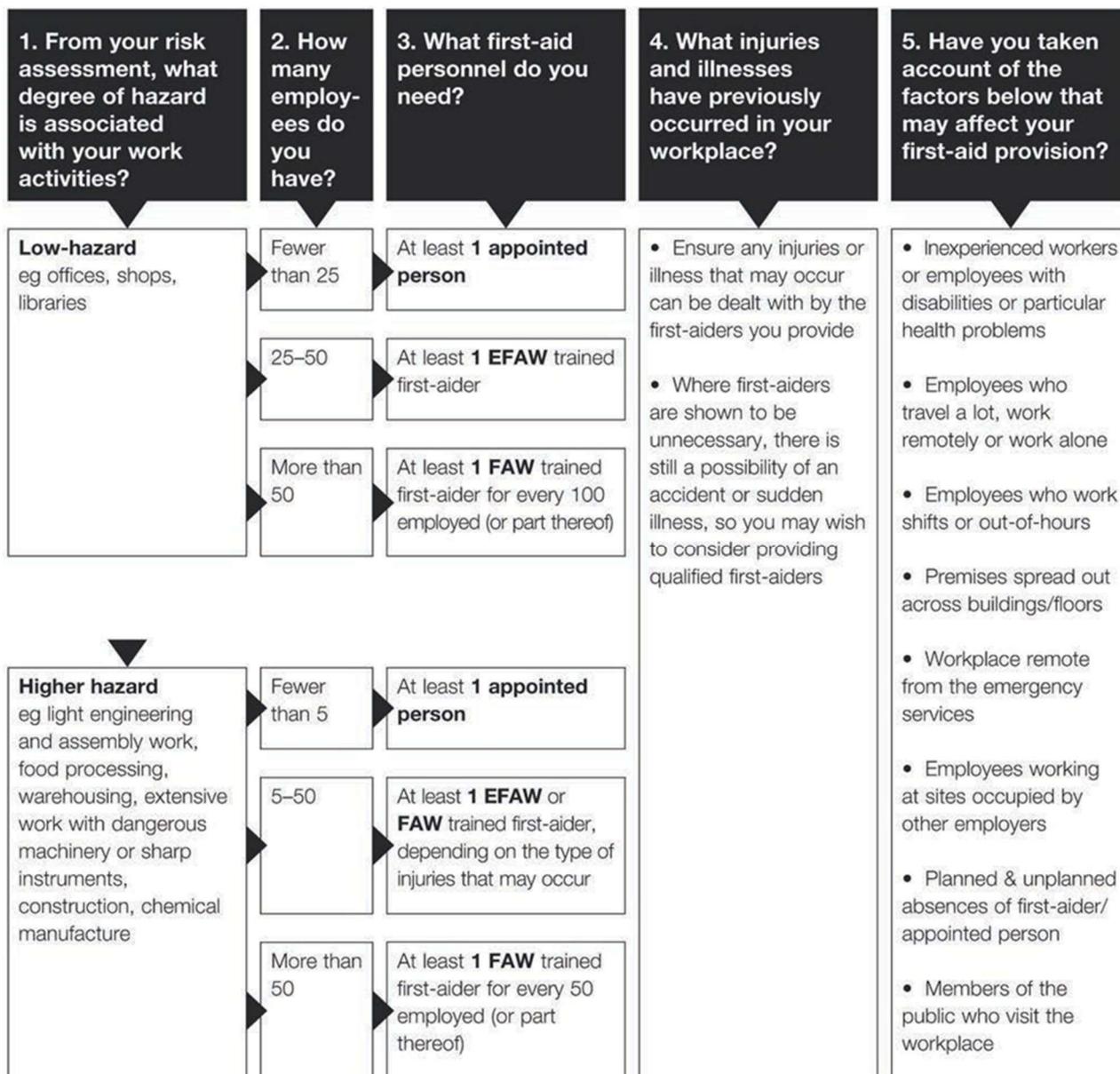
<p>Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?</p>		<p>You should consider:</p> <ul style="list-style-type: none">- providing First-Aiders;- additional training for First- Aiders to deal with injuries resulting from special hazards;- additional First-Aid equipment;- precise location of First-
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Employees		
Factor to consider	Space for notes	Impact on First-Aid provision
How many people are employed on site?		<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> - an appointed person to take charge of First-Aid arrangements; - a suitably stocked First-Aid box. <p>Where there are large numbers of employees, ie more than 25, even in low- hazard environments,</p>
Are there inexperienced workers on site, or employees with disabilities or particular health problems?		<p>You should consider:</p> <ul style="list-style-type: none"> - additional training for First- Aiders; - additional First-Aid equipment; - local siting of First-Aid equipment. Your First-Aid provision should cover any work experience trainees.
Accidents and ill-health record		
Factor to consider	Space for notes	Impact on First-Aid provision
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		<p>Ensure your First-Aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your First-Aid provision as appropriate.</p>

Working Arrangements		
Factor to consider	Space for notes	Impact on First-Aid provision
Do you have employees who travel a lot, work remotely or work alone?		You should consider: <ul style="list-style-type: none"> - issuing personal First-Aid kits; - issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or out-of-hours?		You should ensure there is adequate First-Aid provision at all times people are at work.
Are the premises spread out, eg are there several buildings on the site or multi- floor buildings?		You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services?		You should: <ul style="list-style-type: none"> - inform the emergency services of your location; - consider special arrangements with the emergency services; - consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?		You should make arrangements with other site occupiers to ensure adequate provision of First-Aid. A written agreement between employers is strongly recommended.

Do you have sufficient provision to cover absences of First- Aiders or appointed persons?		You should consider: – what cover is needed for annual leave and other planned absences; – what cover is needed for unplanned and exceptional absences.
Non-employees		
Factor to consider	Space for notes	Impact on First-Aid
Do members of the public or non- employees visit your premises?		Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide First-Aid for non-employees but HSE strongly recommends that you include them in your First-Aid provision.

Suggested numbers of First-Aid personnel to be available at all times people are at work:



APPENDIX 2- Template Letters

Template letter for the appointment of First-Aiders

Name Position
Address

Dear <<insert name>>

Appointment to perform First-Aid at Work Duties

This letter hereby confirms your appointment as a nominated

* First-Aider/Emergency First-Aider (* Delete as appropriate)

at <<insert work base/ situation>> from <<insert start date>> in line with the needs assessment completed as a requirement of The Health and Safety (First-Aid) Regulations 1981.

Your appointment is subject to you attending the relevant training courses and refresher courses, as nominated by your line manager, and successfully maintaining a valid First-Aid certificate.

Your appointment will cease should you change position within the organisation, or if a review of the First-Aid needs assessment of your location identifies that you are no longer required to fulfil this need in your current work base/situation. A review of your appointment will also take place prior to the expiry date of your existing certificate.

NOTE: If, due to late notification of change, overpayments are made in respect of the allowance paid to First-Aiders then this sum will be recovered by Payroll.

Should you require any further information, please let me know. Yours

sincerely

Manager's Signature _____

Print Name _____

Position _____

Acceptance of appointment

Signature _____

Print Name and Payroll Number _____

Copy to: HR Department (for instruction to Payroll and inclusion in personal file)

Template letter for the termination of appointment of First-Aiders

Name Position
Address

Dear <<insert name>>

Termination of appointment to perform First-Aid at Work Duties

This letter hereby confirms the termination of your appointment as a nominated

- * First-Aider
- * Emergency First-Aider (* Delete as appropriate)

at <<insert work base/ situation>> from <<insert start date>> in line with the needs assessment completed as a requirement of The Health and Safety (First-Aid) Regulations 1981.

As a consequence of either a change in your role or a review of the First-Aid needs assessment of your location you are no longer required to fulfil this need in your current work base/situation.

NOTE: If, due to late notification of change, overpayments are made in respect of the allowance paid to First-Aiders then this sum will be recovered by Payroll.

Should you require any further information, please let me know. Yours

sincerely

Manager's Signature _____

Print Name _____

Position _____

Acceptance of appointment

Signature _____

Print Name and Payroll Number _____

Copy to: HR Department (for instruction to Payroll and inclusion in personal file)

APPENDIX 3- First Aid Kits (Suggested Contents)

There is no mandatory list of items to be included in a First-Aid container. The decision on what to provide will be influenced by the findings of the First-Aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of First-Aid items might be:

- A leaflet giving general guidance on First-Aid (for example, HSE's leaflet Basic advice on First-Aid at work)
- Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided, if necessary)
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large sterile individually wrapped un-medicated wound dressings
- Medium-sized individually wrapped un-medicated wound dressings
- Non-latex disposable gloves

It is not recommended to keep tablets and medications in standard first aid kits. First aid kits should focus on immediate care for injuries, not the treatment of illnesses.

Tablets and medications are generally excluded from standard first aid kits because:

a) **Risk of allergic reactions:**

Individuals may be allergic to specific medications, and administering the wrong medication could be harmful.

b) **Lack of expertise:**

Not all first aiders are trained to properly administer medication.

c) **Focus on immediate care:**

First aid kits should primarily address injuries like cuts, burns, and fractures.

d) **Potential for misuse:**

If not properly stored and labelled, tablets could be misused or taken by the wrong person.

e) **Personalised medication:**

Individuals should carry their own prescribed medications, like asthma inhalers, for their personal needs.

Travelling First-Aid Kits - suggested contents

There is no mandatory list of items to be included in First-Aid kits for travelling workers. They might typically contain:

- A leaflet giving general guidance on First-Aid (for example HSE's leaflet *Basic advice on First-Aid at work*)
- Individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary)
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large sterile un-medicated dressing
- Individually wrapped moist cleansing wipes
- Non-latex disposable gloves

British Standard BS 8599 provides further information on the contents of workplace First-Aid kits. Whether using a First-Aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the First-Aid needs assessment.

MEDICAL IN CONFIDENCE

Appendix 4



FIRST AID TREATMENT RECORD

A. About the person who had the accident					
Name:					
(Tick appropriate box) ✓	Employee	<input checked="" type="checkbox"/>	Contractor / Visitor	<input type="checkbox"/>	Member of the Public
Job Title:			Work Activity:		
Department: ✓			Line Manager:		
Home Address:					
Post Code:					
📞 Home or Mobile No:					

B. Incident Details			
Date of Incident:		Time of Incident:	
Location of Incident (state room or place):			

C. Details of injury (if any)			
NOTE: Injuries in Red Italics MUST be reported under RIDDOR. Further advice is available from the Health & Safety Lead.			
Type of injury (tick all boxes that apply)		Location of injury (indicate Right/Left as R/L)	
<input checked="" type="checkbox"/>			
<i>Fracture (other than to fingers, thumbs or toes)</i>	<input type="checkbox"/>	Head	<input type="checkbox"/>
Fracture (to fingers, thumbs or toes)	<input type="checkbox"/>	Eye	<input type="checkbox"/>
<i>Amputation of an arm, hand, finger, thumb, leg, foot or toe</i>	<input type="checkbox"/>	Ear	<input type="checkbox"/>
<i>Permanent loss of sight or reduction of sight</i>	<input type="checkbox"/>	Face	<input type="checkbox"/>
<i>Crush injuries leading to internal organ damage</i>	<input type="checkbox"/>	Neck	<input type="checkbox"/>
<i>Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)</i>	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>

MEDICAL IN CONFIDENCE

<i>Scalpings (separation of the skin from the head), which require hospital treatment</i>		Back / Torso	
<i>Unconsciousness caused by head injury or asphyxia</i>		Arm	
<i>Any other injury arising from working in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours</i>		Wrist	
Sprain or strain		Hand	
Burn or scald		Finger	
Loss or impaired hearing		Leg	
Concussion		Ankle	
Shock		Foot	
Poisoning, gassing or asphyxiation		Toe	
Internal injuries		Other (please state):	
Irritation, rash or skin disorder			
Cut, laceration or puncture			
Bruise or swelling			

First Aid treatment record	Treatment given:		Treatment given by:
	Injured person taken to hospital: ✓	YES	NO

NOTES:

This First Aid treatment record does not negate the need to complete an NHS Shetland, Adverse Event Report.

Once completed, this form is to be uploaded as a **“Confidential Attachment”** into the relevant Adverse Event System Report.

Any hard copy of this document must be deleted once an electronic version has been attached to the appropriate Adverse Event Report.

First Aider Competency Self-Assessment & Training Needs Analysis				
Name:		Assessment Date:		
Registered Doctors and Registered Nurses located in non-clinical areas (Montfield Offices, for example)		In Date		
Competency	Re-validation Period	Yes	No	N/A
Professional registration in date.	Doctors - 5 Years			
	Nurses - 3 Years			
Basic Life Support.	Annual			
Moving & Handling (Role Specific)	2 Years			
Specific environmental manual handling training within Departments. <i>Provides targeted training for unusual environmental conditions not covered within the Moving & Handling course, if required. For example, use of slide sheets for evacuation of patient from toilet cubicles or other space restricted environments and falls on stairs).</i>	2 Years			
Do you feel you require further first aid related training in the form of a formal First Aid at Work course?	3 Years, if required			

Once completed, submit to your appropriate line manager and the Health & Safety Team (shet.h-s@nhs.scot) so further training can be arranged, as appropriate.