

Safety, Health and Wellbeing

First Aid Guidance

First aid is designed to cover the initial management of any injury or illness. It does not include giving tablets or medicines to treat illness.

A first aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. The first aid training course must be approved by the Health and Safety Executive.

First Aiders may be trained in either of the following:

- Emergency First Aid at Work (EFAW) which is a 1 day course with a 1 day refresher every 2 years
- First Aid at Work (FAW) which is a 3 day course with a 2 day refresher every 3 years.

CEL 43

In 2008 the Scottish Government produced CEL 43 to propose a consistent approach to the provision of First Aid in NHS Scotland. First Aid provision in workplaces is covered by the Health and Safety (First Aid) Regulations 1981 which is supported by guidance published by the Health and Safety Executive.

The key points from the CEL are that NHS Boards will require to review their First Aid provision in line with Health & Safety Regulation and CEL, and also that staff who qualify in FAW course and maintain their training via the refresher course will be eligible for an annual payment.

Health and Safety (First-Aid) Regulations 1981

(Guidance on regulation 2013, as amended 2018)

In accordance with Regulation 3:

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 FAW or 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.

In departments or premises where these health professionals are present there should be no need for additional staff to be trained in first aid. Additionally, these health professionals would not be eligible for the annual payment as detailed in CEL 43.

Risk Assessment Process

Where provision of, or access to, these health professionals is not sufficient an additional assessment of first aid needs will be required. This risk assessment should be undertaken by site or on larger sites by building, to take into account different risk factors in different parts of the organisation. To evaluate the number and type of first aid provision of each workplace, the following should be considered:



1. What degree of hazard is associated with your work activities?	2. How many employees do you have?	3. What first-aid personnel do you need?	4. Have you taken account of the factors below that may affect your first aid provision?
<p>Low-Hazard e.g. Offices</p>	Fewer than 25	At least 1 appointed person	<ul style="list-style-type: none"> • Employees who travel a lot (e.g. provision of First Aid kits in cars) • Is there sufficient first aid provision for Employees who work shifts or out-of-hours • Services spread out across buildings/ floors – can first aiders respond quickly enough? • Is the workplace remote from the emergency services • Employees working at sites occupied by other employers – do they have first aid provision • Planned & unplanned absences of first-aiders/ appointed person
	25-50	At least 1 EFAW trained first-aiders	
	More than 50	At least 1 FAW trained first-aiders for every 100 employed (or part thereof)	
<p>Higher Hazard e.g. Laboratories, laundries, workshops, food processing, warehousing, working with dangerous machinery or tools, laboratories</p>	Fewer than 5	At least 1 appointed person	
	5-50	At least 1 EFAW trained first-aiders or FAW trained first-aiders depending on the type of injuries that may occur	
	More than 50	At least 1 FAW trained first-aiders for every 50 employed (or part thereof)	

Where no First Aider is required you may require to have an “appointed person” to maintain a first aid kit.

First Aid Training Courses

First aid training can be arranged through the Health & Safety Service, by emailing the completed nomination form to ggc.healthsafetyfirstaid@ggc.scot.nhs.uk



Content of an Emergency First Aid at Work (EFAW) course

On completion of training, successful candidates should 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 and use an automated external defibrillator
- 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).

Content of a First Aid at Work (FAW) course

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas listed in an EFAW course and also to be able to:

- Administer first aid to a casualty with:
 - Injuries to bones, muscles and joints, including suspected spinal injuries
 - Chest injuries
 - Burns and scalds
 - Eye injuries
 - Sudden poisoning
 - Anaphylactic shock.
- Recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

