

First Aid Policy

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Purpose

The purpose of this policy is to set out requirements for the provision of first aid as determined by a First Aid Needs Assessment:

A) Employees who are injured or become ill at work.

This includes providing enough first aid trained staff and adequate and appropriate facilities and equipment to be able to deal with accidents, injuries and illness occurring in the workplace. It is important to remember that accidents can happen at any time. First aid provision therefore needs to always be available within a workplace.

What is 'adequate and appropriate' will depend on the circumstances in the workplace as different work activities involve different hazards. First Aid Needs Assessment must be carried out to determine what level of first aid provision is needed, considering working patterns. The regulations apply to all workplaces including those with less than five members of staff.

B) People We Support

A first aid policy in all National Autistic Society services ensures that all supported individuals and staff have access to immediate medical attention in case of an injury or sudden illness, by designating trained first aiders, maintaining well-stocked first aid kits, and clearly outlining procedures for responding to emergencies, including when to call emergency services; it should be tailored to the specific needs of the residents and their health conditions.

C) Schools

The policy outlines the procedures to be followed in case of an injury or medical emergency on school premises, including identifying designated first aiders, ensuring readily accessible first aid equipment, proper training for staff, and clear guidelines on when to contact parents or emergency services, all with the primary goal of providing immediate and appropriate care to students and staff in case of an accident or illness.

D) Remote Workers, Lone Workers and staff who drive frequently

The type of First Aid cover provided to employees who work remotely and who work alone is likely to need special consideration. The First Aid Needs Assessment should be used to address these situations as it will identify the potential health hazards in such situations and suggest possible preventative measures.

Staff who work in their own home, in a desk-based capacity, are unlikely to need any first aid provision beyond access to a basic First Aid kit (as mentioned in the Home Working Policy). Managers of staff who drive frequently should consider issuing personal first-aid kits to those staff.

Owners of premises visited by staff should be willing to cooperate in order to best coordinate First Aid measures, but the Manager should not rely upon the adequacy of their arrangements to provide First Aid to staff.

E) General Public, Contractors and Visitors

Although there is no legal framework to provide first aid to non- employees, it clearly makes sense to include others when thinking about the overall level of first aid provision needed.

F) Community and Fundraising and Conference Event Participants

Following the introduction of Martyn's law First Aid will become a legal requirement for all events and be regulated by the Care Quality Commission. Providing sufficient first aid provision has, moral, legal and financial benefits.

First Aid provision must be a primary consideration in the planning of any community, fundraising and conference event from the initiation phase of the activity. The NAS Event Lead is to ensure the appropriate medical, ambulance and first aid provision is available for all events whatever their type and size.

This policy should be read in conjunction with the First Aid Procedure (HS-0450PR).

Scope

The policy is to be followed by all NAS services, schools, and associated groups.

This policy applies to:

- **Anyone** working on behalf of the National Autistic Society including senior managers, the Board of Trustees, paid staff, contractors, volunteers, sessional workers, agency staff and students. Any reference to 'workers' hereafter includes all these groups.

Legal Framework

First aid is immediate temporary care for the ill and injured with the intention of preserving life, preventing an injured or ill person's condition from worsening and supporting the patient emotionally. This may include treating minor injuries or taking charge where an injury or illness requires further treatment by a medical professional until the patient can be taken to hospital. This policy sets out the objectives and arrangements for first aid provision in compliance with Health and Safety at Work, etc Act 1974 and;

- Health and Safety (First Aid) Regulations 1981 (amended 2024), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, and make arrangements to implement necessary measures, and arrange for appropriate information and training

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.

This policy also takes into consideration:

- Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2015
- Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records

The minimum first-aid provision (as specified in the first aid regulations) in any working environment is:

- a suitably stocked first aid box
- appointed person(s) to take charge of first aid
- information for employees about first aid arrangements

Related Documents

First Aid Procedure

Health and Safety Policy

Risk Assessment Policy

Accident Policy

Lone Working Policy

Home Working Policy

Medicine Management Policy

Roles and Responsibilities

The Chief Executive

The chief executive has specific accountability to ensure that responsibilities for health and safety, including the provision and management of first aid is effectively assigned, accepted and managed at all levels consistent with good practice. This duty is delegated to others within the organisation.

Directors

Directors have delegated responsibility for the management of health and safety, including ensuring that there are suitable and sufficient arrangements and resources for first aid and to ensure this policy is implemented. This is further delegated to managers and supervisors. It is the responsibility of Senior Managers to:

- Disseminate these procedures within their area of responsibility.

- Ensure the implementation of these procedures within their area of responsibility by providing support and advice to their managers

Health and Safety Lead

The Health and Safety Lead will assist in undertaking the measures needed to comply with relevant statutory provisions as required by the Health and Safety at Work Act and the Management of Health and Safety at Work regulations. This will include the provision of relevant health and safety information and advice and review of this policy as well as.

- Providing advice and information relating to the Health and Safety (First Aid) Regulations 1982 including any changes in the Regulations or requirements placed on the employer
- Ensuring that the First Aid Procedures are reviewed from time to time. Ensure that suitable and sufficient assessments are carried out to ascertain first aid needs. This should be retained as evidence of compliance with the legislation.
- Liaison with other management colleagues takes place where more than one manager has responsibility for a particular work area, and to ensure that a joint approach is taken in the determination of First Aid provision.

Registered Managers/Business Managers/ Principals

Managers are responsible for ensuring that:

- First Aid personnel appointed are given the necessary time off to attend their initial training and subsequent revalidation training.
- All staff are informed of the arrangements that have been made in connection with the provision of First Aid, including the location of First Aiders and First Aid boxes.
- Accidents and Incidents are reported and managed in accordance with the Accident Policy and First Aid Policy
- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of anyone on site as needed.

First Aiders

First Aiders will:

- Ensure that their First Aid at Work Certificate or Emergency First Aid at Work Certificate is kept current by undertaking approved training and refresher courses prior to the expiring of the certificate (every 3 years).

- Administer First Aid as required and within their capabilities, and where necessary call for emergency assistance.
- Keep a record of First Aid administered on the Accident and Incident form.
- Ensure that any items used are replaced in the First Aid containers as soon as possible after use.
- Regularly check First Aid containers to ensure that they are kept stocked and that stocks are in date.

Appointed Persons will:

- Take control in an emergency.
- Call the emergency services.
- Ensure First Aid boxes are stocked, and items replaced as soon as possible after use.
- Keep a record of first aid administered on the Accident and Incident form.
- Regularly check First Aid containers to ensure that they are kept stocked and that stocks are in date.

First Aiders can find support and information to undertake their role at [First Aider Updates](#)

Mental Health First Aiders

Mental Health First Aiders are responsible for:

- Providing mental health first aid as needed, commensurate with competence and training.
- Providing support until professional help can be accessed.
- Promoting the recovery of good mental health.
- Providing comfort and listening non-judgmentally to an individual with mental health issues.
- Acting as an advocate for mental health in the workplace, helping reduce stigma and enacting positive change.
- Escalating and documenting any matters where required within a suitable timeframe i.e. sign posting colleagues for professional help, offering on the day support if in crisis before referral or escalating to HR Team when someone is at risk.
- Maintaining confidentiality as appropriate.
- Being available at short notice.

Mental Health First Aiders can find support and information to undertake their role at [MHFAider Updates](#)

Duty of Care of First Aiders and Insurance

First aiders have the normal responsibilities as laid down by ss.7 and 8 of the Health and Safety at Work, etc Act 1974. Additionally, they have a common law duty of care to the people they treat.

However, providing the first aider has been appointed by the employer and gives first aid on behalf of that employer then it is likely that the employer will be held liable for the actions of

the first aider in the event of any civil claim. If the first aider were to use their skills outside of the workplace, the duty of care may pass to the individual.

In most cases, the employer's compulsory liability insurance will cover the actions of a qualified first aider or appointed person when undertaking first aid at work and following the techniques given at their training. If in doubt, the insurers or the insurance broker should be contacted to clarify the situation.

Employee Responsibilities

All employees must ensure that they are aware of the First Aid arrangements within their immediate work area and should acquaint themselves with the names and location of their relevant First Aiders.

Following any incident, record the details on the Accident form in line with the Accident Policies & Procedures.

Monitoring and Review

The Executive Leadership Team shall ensure that the policy and associated documents are reviewed every two years or subsequent to legislation change and considers:

- a) Any significant changes in working practices
- b) An incident occurs that requires improvement in practice
- c) A first aid needs assessment

Appendices

Reference	Document
HS-0450A	Guidance on First Aid Arrangements