



First Aid and Automated External Defibrillator (AED) Policy

Policy Number	H&S003
Target Audience	CCG staff
Approving Committee	Health & Safety Committee
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Policy Author	CCG Risk & Complaints Manager
Version Number	V6

The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

This document can only be considered valid when viewed via the CCG's intranet. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one online.

Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Version Control Sheet

Version	Date	Reviewed By	Comment
1	April 2016	D Sankey	Progress to Health & Safety Committee for approval
1	Oct 2015	H&S Cttee	Approved subject to minor amendments. Weekly Rota & Checklist for AED to be included
2	August 2016	D Sankey	Amendments made inclusion of AED checklist and rota
3	February 2017 Finalised 15.3.17	D Sankey	First Aid Regulations review, AED staff rota and First Aid Checklists updated for 2017 New link to Incident Reporting Tool on CCG website following IT Migration.
3.1	24.4.17	Health & Safety Cttee	Approved
3.1	April 17	CCG CO	Signed off
3.2	11.01.18	N Worden, First Aider & D Sankey	2018 AED equipment First Aid Box checklists updated
6	24.12.18	Diane Sankey	2019 AED Rota and Checklist updated

Analysis of Effect completed:	By: D Sankey	Date: 24.12.18
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1. Introduction

People at work can suffer injuries or be taken ill. Whether the injury or illness is caused by the work they do or not, it is important to give them immediate attention and know when to summon professional help. First Aid at Work legislation covers the arrangements an employer should make to ensure this happens.

Under the Health and Safety (First Aid) Regulations 1981 it is the statutory duty of the employer to provide adequate and appropriate first aid equipment, facilities and people to ensure his employees, and anyone else who may be affected by his work activities, can be given immediate help if they are injured or taken ill whilst at work.

It is the statutory duty of employees to comply with health and safety legislation and any other procedures and policies that are designed to protect them from the risks associated with workplace activities.

Bolton CCG recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice.

2. Policy Statement

- 2.1 Bolton Clinical Commissioning Group (Bolton CCG) will take all reasonably practicable steps to ensure that staff, patients, visitors and contractors receive first aid attention in the event of injury or illness on its premises in line with the Health and Safety (First Aid) Regulations 1981 and associated guidance.
- 2.3 Bolton CCG will have a minimum of 3 members of staff trained as First Aiders and ensure an Automated External Defibrillator (AED) is available on its premises (currently St Peters House, Silverwell Street, Bolton).

3. Statutory Requirements

The following legislation is addressed by the introduction of this procedure:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First Aid) Regulations 1981.

4. Scope of the Policy

This policy applies to all employees and office holders of Bolton CCG and any other persons occupying or working at CCG premises, such as employees of other organisations, private contractors, agency staff and volunteers.

5. Organisation & Responsibilities

5.1 Chief Officer/Board Secretary

Bolton CCG Chief Officer has overall responsibility for the Health & Safety and First Aid arrangements within the organisation and will ensure that trained First Aiders are appointed to administer immediate care and attention.

The Chief Officer will make ensure that CCG employees whose role involves direct patient contact are provided with basic life support training and regular updates.

The Chief Officer will be supported with the arrangement for Health & Safety by the Board Secretary.

5.5 CCG Risk & Complaints Manager (Health & Safety Advisor)

The CCG's Risk & Complaints Manager will be responsible for the ongoing management of the First Aid arrangements within the organisation. Specific duties include:

- Ensure that there are sufficient numbers of trained First Aiders in the workplace. Consideration will be given to first aid cover arrangements during holiday leave, sickness absence, maternity leave, etc.
- Provide information and arranging training via a competent training provider for nominated First Aiders.
- Ensure that training records for First Aiders are maintained and kept up to date and that refresher training is given at the designated intervals as determined by the Health and Safety (First Aid) regulations 1981.
- Ensure that sufficient resources are available to provide suitable first aid equipment and facilities.
- Ensure that first aid equipment (first aid kits/AED) are checked and maintained on a regular basis.
- Audit the First Aid/AED arrangements and provide a report to the Health & Safety Committee as appropriate.
- Where CCG line managers identify specific work activities/hazards that may require different levels of first aid provision, arrange the provision of advice

and/or support to enable the line manager to carry out a work specific risk assessment and take mitigating actions to control key risks.

- Ensure all First Aiders are informed if there are any significant changes to legislation or procedures.

5.7 CCG First Aiders

First Aiders specific duties include:

- Ensure that the names of nominated First Aiders are displayed in prominent positions within the workplace and they are aware of where first aid boxes are kept.
- Carry out the routine checks of first aid equipment (first aid kits/AED), ensure expiry dates of contents are observed and complete CCG checklists.
- Ensure that first aid kits are re-stocked after use or where appropriate.
- Participate in the staff rota to ensure that the Automate External Defibrillator (AED) based in reception area at St Peter's House is checked on a weekly basis and maintained on a regular basis, as determined by the manufacturer.
- Administering first aid/advice when requested and ensuring that an incident report is submitted to the Quality & Safety Team to record the provision of first aid and outcome (see Appendix 2 for reporting procedure).

5.8 All Staff

- Staff have a duty to themselves and to others to comply with health and safety arrangements and must not put themselves or others at potential risk of injury whilst carrying out their duties.
- It is the duty of all staff and any others who may be affected by the work activities of Bolton CCG to report all injuries, accidents or instances of ill-health their Manager and via the CCG website <http://sgmvmresap78/safeguard/>. Staff should sign into the *Safeguard* incident reporting using the same user name and password for logging onto their PC/CCG network.

Where staff have no access to the CCG intranet, details should be emailed to bolccg.incidents@nhs.net or reported to the Quality & Safety Team on Tel 462013.

- Staff should make themselves aware of the names and locations of the nominated First Aiders within their workplace and report any ongoing health conditions that may potentially require first aid attention to the First Aider located on their floor.

- Staff should also report any deficiencies within the first aid arrangements to a named First Aider or the Quality & Safety Team and to cooperate in developing safe outcomes.

6. Equality

All policies require an assessment for their impact on people with protected characteristics. An Analysis of Effect (AoE) Tool has been undertaken for this policy and as a result of performing the analysis, and no risk of discrimination exists. This screening can be found in Appendix 1.

7. Monitoring

- All those operating within the First Aid arrangements should assess them continuously on an informal basis. Any faults, failings and potential areas for improvement should be communicated to the Quality and Safety Team.
- Reports of accidents and incidents reported by CCG staff will be submitted to the Health & Safety Committee to share learning and consider further action that may need to be taken by the CCG to reduce risk of recurrence.
- First Aid arrangements will be reviewed by the Health and Safety Committee to ensure continued compliance with regulatory requirements and changes in first aid procedures.

8. Referenced Documents:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First Aid) Regulations 1981
- Selecting a First Aid Training Provider – HSE Guide for Employers
- RM001 Risk Management Strategy
- H&S001 Health & Safety Policy
- H&S002 Accident & incident Reporting Procedure
- WB001 Whistle Blowing Policy & Procedure

9. Review

This policy will be routinely reviewed every 2 years or as required:

- legislative changes; good practice guidance; case law;
- significant incidents reported; new vulnerabilities; or
- changes to organisational infrastructure.

Appendix 1

Analysis of Effect (AoE) Tool

To be completed and to accompany any procedural document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
1.	Does the document/guidance affect one group less or more favourably than another on the basis of:		
	• Age	No	
	• Disability - learning disabilities, physical disability, sensory impairment and mental health problems	Yes	Governance & Safety Team would log incidents on employees behalf or offer alternative support.
	• Gender Reassignment	No	
	• Marriage and civil partnership	No	
	• Pregnancy and maternity	No	
	• Race (including gypsies and travellers)	No	
	• Religion or belief	No	
	• Sex	No	
	• Sexual orientation	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?	No	
4.	Is the impact of the document/guidance likely to be negative?	No	
5.	If so, can the impact be avoided?	-	
6.	What alternative is there to achieving the document/guidance without the impact?	-	
7.	Can we reduce the impact by taking different action?	No	

If you have identified a potential discriminatory impact of this procedural document, please refer it to Mike Robinson, together with any suggestions as to the action required to avoid/reduce this impact.

For advice in respect of answering the above questions, please contact Mike Robinson michael.robinson1@nhs.net 01204 462398

Appendix 2

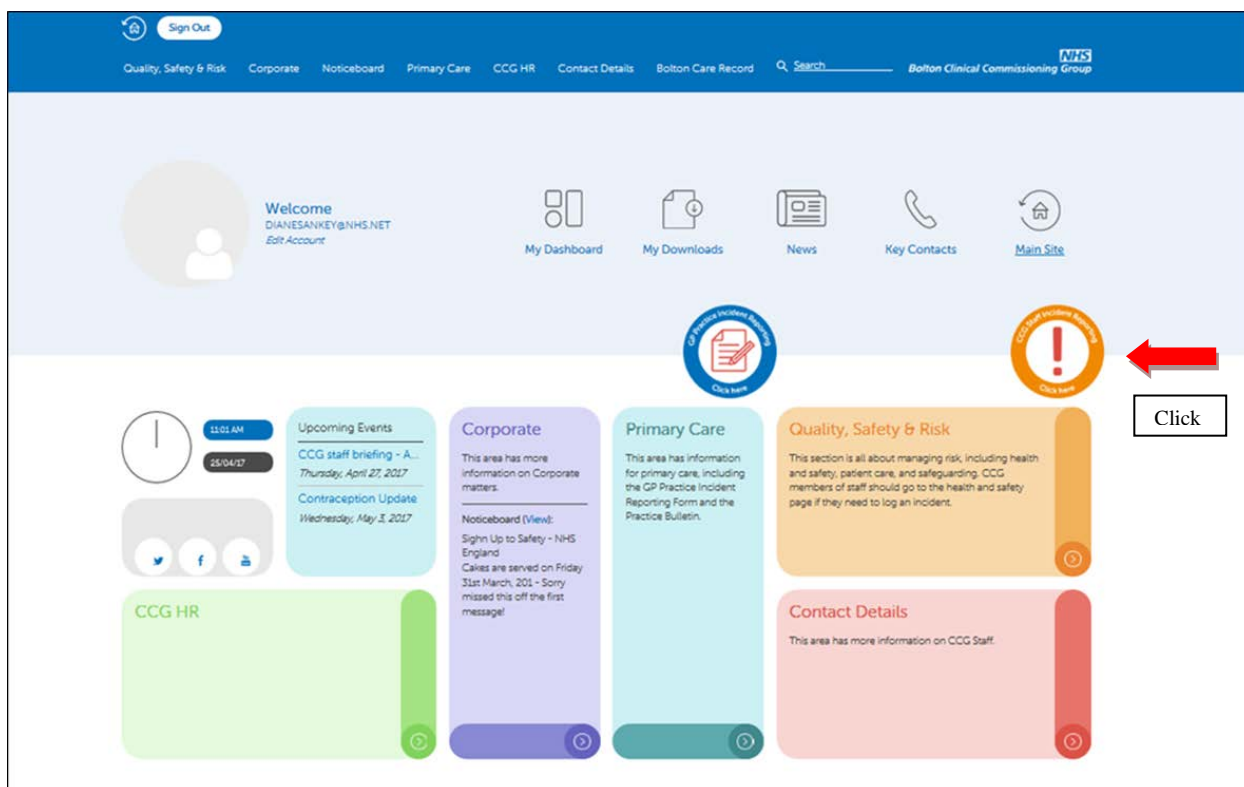
Bolton CCG Accident & Incident Reporting Procedure

Incidents should be reported via the incident reporting tool **Safeguard system** on the intranet.

Link to Safeguard Login : <http://sgmvmresap78/safeguard/>

If you have no access to the intranet, details should be reported to bolccg.incidents@nhs.net or to the Quality & Safety Team, St Peters House on Tel 462213.

You need to be signed into the CCG intranet



Health and Safety

Members of staff are encouraged to report any accidents or incidents so that lessons can be learnt and any issues addressed.

To report an accident or incident, [click here](#). Log in using the same details you use when you turn on or unlock your computer.

If you have any questions about accident and incident reporting, please contact Diane Sankey on 2023 or dianesankey@nhs.net.

Downloads

- Accident Incident Policy
- Risk Management Strategy
- Health and Safety Policy
- Health and Safety Committee Minutes Apr...
- Fire Safety Policy

Quality, Safety & Risk

- Quality & Safety
- Safeguarding
- Health and Safety
- Information Governance
- Anti-Fraud
- Conflicts of Interest

Corporate

Primary Care

CCG HR

Contact Details

Bolton Care Record

1. Log into Safeguard System

www Favorites Tools Help

id Sites Web Slice Gallery

Safeguard Login

User ID:

Password:

Login ->

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Use your regular user name and password for your computer.

2. Insert or update your details if necessary

Please note you only have about 15 minutes to complete this form. If you need more time clicking save for later at the end of the form this saves a copy, which can be found by clicking on Manage Incidents when you log back on. Please when completing the form enter as much detail as you can. Any boxes that are shaded yellow are mandatory and must be completed. If you are unable to find the item you want from any of the drop down boxes please pick something else submit the form then email BoICCG.incidents@nhs.net Providing the number of the submitted incident. What list you looked at. What item you wanted and what you choose so you could submit the form.

Details of Person completing this form
 If blank please complete

Clear Details

Surname	
First Name	
Job Title	▼
Job Status	▼
Organisation	▼
Site	▼
Department	▼
Directorate	▼
Contact No.	
Ethnicity	▼
Email Address	
Contact Details	

3. Enter data about where the accident/incident occurred, if a person was affected and grade the severity of the event.

If you or another person was affected, another box will appear for you to add their name and any other relevant identifiable information.

Incident Information

Where did the incident take place?

Organisation in which the incident occurred	▼
Site of the Incident	▼
Your Department	▼
Specialty	▼
Exact location	▼

Where found / dept. investigating (if different)?


Names of the people involved in the Incident here please
 Please click on all tabs Details/Injury etc and enter the relevant information

Person Details 1

You must choose one of these Patient Staff Visitor(Other non staff) Non-Person Incident

4. Enter accident/ incident date, details of what happened and immediate action taken as a result of the incident.

What happened and when? No names in this section please
put the names of the people involved in the incident in the Subject Details Section

Incident Date 

Incident Time (24 hr clock) (hhmm)

Please Describe what happened (Please include fact not opinion)

Type of Incident

Cause Group

Cause

Contributory Factors

Safeguarding Children? Yes No

Vulnerable Adults? Yes No

Local action you have taken to prevent recurrence

Immediate Action Taken By Reporter

- 5.
6. Enter any witnesses to the accident/incident where appropriate.
7. Missing persons or police involvement may be relevant in CHC/safeguarding incidents or if you are reporting violent behaviour.
8. Add any further action you feel should be taken as a result.

9. Enter the name of your line manager who will be notified of the incident.
10. Root Cause Analysis is required for Serious Incidents
11. Click SUBMIT.

Witnesses
If statement taken please email or post to the Risk Management Team
Were there any Witnesses? <input type="radio"/> Yes <input type="radio"/> No
Missing Person
Was there a Missing Person? <input type="radio"/> Yes <input type="radio"/> No
Police Involvement
Were the Police involved? <input type="radio"/> Yes <input type="radio"/> No
Further action that needs to be taken
Please add any actions you feel will help prevent this happening again
Add an Action <input type="button" value="Add"/>
Notification
Add a Person to Notify <input type="button" value="Add"/>
Root Cause Analysis
Does this Incident require an RCA? <input type="radio"/> Yes <input type="radio"/> No
<p>Thank you for entering this Incident. When you click Submit it will be sent to the Risk and Complaints Manager and your Line Manager. Clicking save for later saves the form so you can view and edit it later please do not delay submitting the form for too long. After clicking either button make a note of the incident number that comes onto the screen in case you need to refer to the form at a later date. You will be offered the chance print of a copy of the form after you click submit, please click the blue writing not the ok button</p>
<input type="button" value="Save For Later"/> <input type="button" value="Submit"/>

12. Once an accident/incident is submitted, you will receive an automated acknowledgement and an incident number for your records.
13. The CCG Risk & Complaints Manager is electronically notified of incidents reported by staff.
14. The Integrated Governance Department will acknowledge receipt of the incident which is shared with CCG managers and other senior leads as appropriate.

For example:

- a breach of patient identifiable data (PID) would be notified to Information Governance leads/Caldicott Guardian depending on the severity of the data loss or breach.
 - an incident relating to nursing or CHC funded care is notified to the CCG Chief Nurse and CHC Manager.
15. The immediate response to an incident and the escalation process for investigation or external reporting will vary according to the severity level of the incident.
16. You will receive further feedback if further action is taken to address the issue reported.
17. Key themes/analysis will be reported to various sub-committees or groups within Bolton CCG, learning points discussed and disseminated via:
- Team meetings
 - Staff Forum meetings
 - Staff bulletins
 - Chief Officer Staff briefings

For help and advice, contact Diane Sankey, Carol Goodridge or Natalie Worden on Tel 462213 or email bolccg.incidents@nhs.net.

Appendix 3**First Aid Box - content checklist**

Item	Required Quantity	First Expiry Date	Jan-19	April-19	July-18	Oct-18	Jan-2020
Guidance Card	1	n/a					
Individually wrapped sterile plasters (assorted)	12	n/a					
Sterile eye pad, with stretch bandage	3						
Triangular Bandage	3	n/a					
Safety Pins	6	n/a					
Small Dressing (Sterile) with Stretch Bandage 40 x 50MM	3						
Medium Dressings (Sterile) 120 x 120 MM	3						
Large Dressings (Sterile) 180 x 180MM	2						
Sterile Dressing Pads (non-adhesive) 5cm x 7cm	10						
Finger Dressings	3						

Individual Sterile Cleansing Wipes	20						
Disposable gloves	1	n/a					
Scissors	1						
Burns Dressing/shield	3						
Roll of Mefix self- adhesive tape	1						
Foil Blanket	2						
Signature of qualified first aider/date							

Automated External Defibrillator (AED) Equipment – Weekly Checklist 2019

APPENDIX 4

Note: Expiry date of batteries inside AED: 03.2024 Expiry date of Adult Pads inside AED: 27.9.2020

Items	7th Jan	14 th Jan	21st Jan	28 th Jan	4 th Feb	11 th Feb	18 th Feb	25 th Feb	4 th Mar	11 th Mar	18 th Mar	25th Mar	1st Apr	8 th Apr	15th Apr	22nd Apr	29 th Apr	6 th May
Check the AED unit is clean, undamaged, free of excessive wear																		
Check there is a Green Tick in the box on bottom left corner DO NOT OPEN AED																		
Large scissors																		
Gloves																		
Head Torch – Switch on/off																		
Paediatric pads Expire 16.12.2019																		
Razors																		
Face Shields																		
Cloth (for perspiration/body fluids)																		
Sterile wipes																		
Spare batteries Expire:12.2024																		
Spare Adult Pads Expire:16.04.2021																		
Initials & Date																		

Automated External Defibrillator (AED) Equipment List – Weekly Checklist 2019

Items	13 th May	20 th May	27 th May	3 rd June	10 th June	17 th June	24 th June	1 st July	8 th July	15 th July	22 nd July	29 th July	5 th Aug	12 th Aug	19 th Aug	26 th Aug	2 nd Sep	9 th Sep
Check the AED unit is clean, undamaged, free of excessive wear																		
Check there is a Green Tick in the box on bottom left corner DO NOT OPEN THE AED																		
Large scissors																		
Gloves																		
Head Torch – Switch on/off																		
Paediatric pads Expire: 16.12.2019																		
Razors																		
Face Shields																		
Cloth (for perspiration/body fluids)																		
Sterile wipes																		
Spare batteries Expire: 12.2024																		
Spare Adult Pads Expire 16.4.21																		
Initial & Date																		

Automated External Defibrillator (AED) Equipment List–Weekly Checklist 2019

Items	16 th Sep	23 rd Sep	30 th Sep	7 th Oct	14 th Oct	21 st Oct	28 th Oct	4 th Nov	11 th Nov	18 th Nov	25 th Nov	2 nd Dec	9 th Dec	16 th Dec	23 rd Dec	30 th Dec	6 th Jan 2020	13 th Jan 2020
Check the AED unit is clean, undamaged, free of excessive wear																		
Check there is a Green Tick in the box on bottom left corner DO NOT OPEN THE AED																		
Large scissors																		
Gloves																		
Head Torch – Switch on/off																		
Paediatric Pads Expire: 16.12.2019																		
Razors																		
Face Shields																		
Cloth (for perspiration/body fluids)																		
Sterile wipes																		
Spare batteries Expire: 12.2024																		
Spare Adult Pads Expire: 16.04.2021																		
Initial & Date																		

Automated External Defibrillator (AED) Checklist Weekly Rota **2019**

7th January 2019	Sarah Parker	
14 th January	Joanne Meaney	
21 st January	Diane Sankey	
28 th January	Receptionists, Christine Pennington & Carole McGrath	
4 th February	Lukasz Wroblewski	
11 th February	Carol Goodridge	
18 th February	Sarah Parker	
25 th February	Joanne Meaney	
4 th March	Diane Sankey	
11 th March	Receptionists, Christine Pennington & Carole McGrath	
18 th March	Lukasz Wroblewski	
25 th March	Carol Goodridge	
1 st April	Sarah Parker	
8 th April	Joanne Meaney	
15 th April	Diane Sankey	
22 nd April	Receptionists, Christine Pennington & Carole McGrath	
29 th April	Lukasz Wroblewski	
6 th May	Carol Goodridge	
13 th May	Sarah Parker	
20 th May	Joanne Meaney	
27 th May	Diane Sankey	
3 rd June	Receptionists, Christine Pennington & Carole McGrath	
10 th June	Lukasz Wroblewski	
17 th June	Carol Goodridge	
24 th June	Sarah Parker	
1 st July	Joanne Meaney	
8 th July	Diane Sankey	
15 th July	Receptionists, Christine Pennington & Carole McGrath	
22 nd July	Lukasz Wroblewski	
29 th July	Carol Goodridge	
5 th August	Sarah Parker	
12 th August	Joanne Meaney	
19 th August	Diane Sankey	
26 th August	Receptionists, Christine Pennington & Carole McGrath	
2 nd September	Lukasz Wroblewski	
9 th September	Carol Goodridge	
16 th September	Sarah Parker	
23 rd September	Joanne Meaney	
30 th September	Diane Sankey	
7 th October	Receptionists, Christine Pennington & Carole McGrath	
14 th October	Lukasz Wroblewski	
21 st October	Carol Goodridge	
28 th October	Sarah Parker	
4 th November	Joanne Meaney	
11 th November	Diane Sankey	
18 th November	Receptionists, Christine Pennington & Carole McGrath	
25 th November	Lukasz Wroblewski	
2 nd December	Carol Goodridge	

9 th December	Sarah Parker	
16 th December	Joanne Meaney	
23 rd December	Diane Sankey	
30 th December	Receptionists, Christine Pennington & Carole McGrath	