

# First Aid Provision

Guidance

This resource has been created as a source of guidance on first aid provision for youth workers.

## First Aid Needs Assessment

A risk assessment to inform first need should be conducted by youth work organisations to ascertain the first aid arrangements required for the programme as a whole and for additional varied activities that may take place on or offsite. When undertaking a first aid needs assessment the following considerations should be taken into account:

- Specific risk factors to include such as activity, venue, location & access, needs of the group/young people taking into consideration any specifics of an offsite activity
- Do you need someone who is trained in first aid, if so what level of training is adequate and appropriate
- Who is trained and to what level
- Ratio of first aid trained workers to young people
- First aid kit contents and equipment
- Any relevant third party first aid arrangements: i.e. external venue or event staff, equipment and/or facilities
- Practical management of first aid kits including access and replenishment

### First aid trained workers

Organisations can choose from a variety of First Aid courses depending on their needs:

- **Emergency First Aid at Work:** Suitable for low-risk environments; typically, a one-day certified course.
- **First Aid at Work:** Designed for high-risk settings; usually a three-day certified course.
- **Annual Refresher:** A half-day course to maintain skills.
- **Requalification Courses:** For those renewing their certification after three years.
- **Appointed Persons Training:** For staff responsible for First Aid arrangements but not required to be formally trained.
- **Paediatric First Aid:** Ideal for those working with children; available in blended formats. You may wish to consider this if working with young parents who have infants.
- **AED Training:** Teaches use of automated external defibrillators; no prior certification needed.
- **First Aid in Sport:** Tailored for youth involved in sporting activities.
- **Train the Trainer Courses:** For organisations looking to deliver First Aid training internally.
- **Mental Health at Work courses:** different types and levels depending upon needs, this could be awareness or teams or a champion within your organisation.

For more bespoke training courses that are only available as group bookings you may wish to consider collaborating with other nearby organisations.

The first aid needs assessment will help to determine the appropriate level of training required for workers. As a minimum, the law requires organisations to ensure access to a first aid kit and to ensure there is a dedicated member of staff, defined as an 'appointed person', who would take charge in the event of a first aid incident and call an ambulance if necessary.

If the first aid needs assessment identifies that a worker with a first aid qualification is unnecessary and that an appointed person alone is sufficient, this should be documented in the risk assessment and justified.

If a first aid trained worker (first aider) is required, the training they hold or undertake should be suitable to the risk. The first aid courses below are recognised by the [Health and Safety Executive \(HSE\)](#) and are appropriate for lower risk settings:

- **Emergency first aid at work (EFAW):** typically a one-day course, participants are qualified to give emergency first aid to someone who is injured or becomes ill
- **First aid at work (FAW):** typically a three-day course, participants are qualified to EFAW level, plus are able to apply first aid to a range of specific injuries and illnesses such as heart attack, asthma attack, severe allergic reaction, head injury, broken bones, suspected spinal injury.

Higher risk settings, activities or the likelihood of complex participant needs may result in the requirement for an increased level of training, which may be met by internal workers or by external providers. A variety of courses are available, including some more specialist ones for outdoor and adventurous activities which may be applicable.

Training courses are typically valid for a period of three years and it is important to ensure first aiders maintain a valid and current certification via regular refresher training.

## Training providers

Youth work organisations are responsible for ensuring that whoever trains their workers in first aid is competent to do so.

When selecting a provider, ensure they:

- Employ qualified trainers and assessors
- Follow effective quality assurance procedures
- Teach currently accepted First Aid practices
- Offer a syllabus that meets your organisation's needs
- Issue compliant certificates

See the following link for guidance when choosing a provider. (See ss.60-67 of the [HSE's First aid at work: The Health and Safety \(First-Aid\) Regulations 1981. Guidance on Regulations L74](#) ("the HSE's Guidance").

You can choose from a range of different external providers or opt for in-house training.

- Regulated qualifications from an awarding organisation (AO) – these are recognised and regulated by Ofqual, the Scottish Qualifications Authority (SQA) or the Welsh Government
- Voluntary approval schemes, such as a trade body accredited by a third party – the United Kingdom Accreditation Service (UKAS) is the national accreditation body recognised by government
- The Voluntary Aid Societies (VAS)
  - British Red Cross
  - St John Ambulance
  - St Andrew's First Aid

(The HSE and government recognises the VAS as the standard setters for currently accepted first-aid practice.)

- Training providers offering courses certificated by an 'awarding organisation' (AO)
- Providers operating under voluntary accreditation schemes (such as a trade or industry body).
- Providers that operate independently of any accreditation scheme.

## Required ratios of first aiders

Determining the number of first aiders required is influenced by the level of risk associated with the activity, the programme and any additional needs of the group or individual(s) such as requirements outlined in any individual care plans.

Youth work organisations should ensure a risk assessment to inform first aid needs is conducted by a competent person and that the associated decisions are documented to specify the ratios of first aiders and levels of training and equipment required for each distinct element of the programme or service.

The needs assessment should be regularly reviewed and greater levels of first aid provision introduced if any additional risk factors are identified.

First aiders should always be readily available and accessible to groups and appointed persons.

Specialist external expertise may be required for higher risk settings or activities if:

- Specialist skills, rescue or emergency access equipment is needed
- Young people require specific medical needs including a specific care plan involving first aid and/or personal emergency plans
- If working with young parents, the needs of the infants need to be taken into consideration along with the young people.
- Ambulance response times and emergency access is longer or more difficult than would normally be the case in the group or individual's home or educational setting

## First aid kit contents

The required contents and size of first aid kits that workers should carry and/or have access to on youth programmes or services will be informed by the first aid needs assessment, ensuring the kit is suitable for the activity being undertaken.

British Standard 8599-1:2019 provides a specification for the contents of workplace first aid kits. The tables below provide guidance information for appropriate first aid kit contents for activities taking place in workplace settings.

Note: the information provided is a guide only and first aid needs assessments should inform the required contents and quantities of first aid kits.

## Suggested first aid kit contents for the workplace, BS8599-1:2019

Contents	Quantity		
	Small kit	Medium kit	Large kit
F/A guidance leaflet	1	1	1
Medium sterile dressing	2	4	6
Large sterile dressing	2	3	4
Triangular dressing	2	3	4
Eye dressing	2	3	4
Adhesive dressings	40	60	100
Sterile wet wipe	20	30	40
Microporous tape	1	2	3
Nitrile gloves - pair	6	9	12
Face shield	1	2	3
Foil blanket	1	2	3
Burn dressing 10x10cm	1	2	2
Clothing shears	1	1	1
Conforming bandage	1	2	2
Finger dressing	2	3	4
Sterile eye wash 250ml	0	0	0

### Size of workplace first aid kit required, BS8599-1:2019

Risk / #s of people	Small	Medium	Large
Lower* risk / less than	✓		
Lower risk / 25-100		✓	
Lower risk / 100 +			✓
Higher** risk / less	✓		
Higher risk / 5-25		✓	
Higher risk / 25 +			✓

\*Lower risk environments include offices, libraries, shops and schools.

\*\*Higher risk environments include engineering, processing, warehousing, construction and manufacture settings.

In addition to basic workplace kits, BS8599-1 also provides guidance on personal issue kits suitable for any lone workers plus critical injury packs containing advanced first aid products designed to treat life threatening injuries.

First aid kits compliant with guidance provided in BS8599-1:2019 are readily available from retailers.

Note: a first aid kit should not contain any medication and administration of over-the-counter or prescribed, routine (eg paracetamol, throat sweets), specific (eg antihistamines, antibiotics) or emergency medication (eg Epipens, asthma inhalers) would come under separate guidance related to medicines policies, and is not part of first aid provision aid kit please see <https://nya.org.uk/document/medication/> for further guidance.

## Maintaining or replacing contents of a first aid kit

First aid kits need to be checked regularly to ensure they are restocked after usage, and to ensure the contents remain in date and fit for purpose. Sterile items are usually marked with expiry dates and should be replaced after expiry and disposed of safely. Non-sterile items without expiry dates should also be checked to ensure they remain fit for purpose.

## Use of external venue or third party provider first aid kits

Where youth work organisations have hired a venue but are directly responsible for the delivery of programme activity, they should provide their own first aid kits and be wary of relying on first aid kits provided by the venue. Venue kits may often only be sufficient for use by venue staff, not by venue users and may not always be readily available when required. If organisations do intend to use venue first aid kits they should be checked in advance as part of the risk assessment to ensure they are appropriately stocked and readily accessible.

Where third party providers are directly responsible for activity delivery (outdoor adventurous activity for example) it is reasonable for youth work organisations to expect activity providers to have more extensive and specialist first aid provision in place. However, workers should have access to first aid kits to cover minor first aid requirements during travel to and from activities or during periods where the activity provider staff are not directly responsible for the session, i.e. downtime between structured sessions.