

Revision Sheet 78 – First Aid Kits, AED's & Medication (Aug & Sept 2023)



Please note this is a generic revision sheet so some of the subjects you may not have covered on your first aid course; however, this information may be of use to you personally. Remember in your role as a first aider you must only work within your level of training. **Sign and date here, once you have read this CPD Sheet: File me somewhere safe ☺/...../.....**

We often have candidates on our courses who are in managerial positions in a business and when covering this subject, they realise there are some basic issues with regards to first aid kits within their business. Often with the checking of them, the contents and where they are placed. We therefore thought we would take this opportunity to highlight some important points with regards to equipment and medication in the workplace.



Every organisation / business no matter how many volunteers / members of staff etc., must have a first aid kit available to use. That includes the self-employed sole trader, plumber etc., who the Health and Safety Executive stipulates must have a first aid kit, so they can treat themselves in an emergency.

The minimum requirement for an organisation is to have risked assessed their first aid requirements, have a first aid kit, an accident record book and if they do not require trained first aiders, they must at least appoint someone to look after the first aid. (Appointed person.)



Ideally the first aid kit should be recognisable, green with a white cross and in a place that it can be easily found. If in a cupboard or vehicle, signage should be displayed so it can be found by a passer-by, in the event of an emergency. There are a few exceptions for example orange kits for vehicles and forestry.

Your first aid risk assessment needs to look at -

- If you require trained first aiders and if so, how many (and once it is deemed first aiders are required there should be enough first aider on site at all times.)
- The level of training they require (i.e., Emergency First Aid at Work or First Aid at work qualification and if any other additional training is required, like the treatment of catastrophic bleeds.)
- The number and size of first aid kits required. (Suitable for the type of business and possible injuries that could occur, plus also within easy and timely reach.)
- The requirement for an AED – (Although it is not a legal requirement to have an AED the Resuscitation Council said back in 2018 that said, 'if a business does not have an AED and a member of the public dies on the premises the business could still be sued under common law'.)

DUE DILIGENCE -

Someone should be checking your first aid kits and AED, on a regular basis. Ideally have a tick sheet for each kit with a list of contents, how many of each item and several columns, so you can tick off the items confirming they are there, then sign and date it. Having a breakable tag on kits can save valuable time with regards to checking the kits. You can write the first expiry date on the tag and then unless it's been opened the whole kits does not need to be actually opened and checked, until that expiry date. Good practice is to keep several of the check sheets on file so you can prove you have a system and been checking the kits.

Ensure you purchase you kit from a reputable supplier so they have the correct items in it. The best kit available is a British Standard Compliant kit (BSC). Each kit will also come with a guidance card, do not throw this away, this is for the untrained person to refer to if required.

Remember **NO** medication, headache pills, eye baths, antiseptic cream, steri-strips, etc., should be stored in the workplace first aid kit.

You can however add items to your first aid kit, like ice packs, pocket mask, larger dressings, torches, extra blankets, tourniquets, haemostatic dressings, but you must add them to your content list. **Please advise your dedicated person if anything is used.**



AED – Automated External Defibrillator

If a business does not have an AED, they should be able to state in their risk assessment why! If there is a Public Access Unit within a brisk 90 second walk there and 90 second walk back then that would satisfy a court of law. If there is not then we would always advise a business to seriously consider purchasing one of their own. It does not have to go outside it can be kept in the building and still be registered with 'The Circuit', if you were happy for it to be available to the community around you, during your working hours.

For businesses that have people out on the road, like builders, gardeners etc., it would not be viable to purchase a unit for each team. However, putting the location of any Public Access Units on the job sheets for staff to know their whereabouts and quicken the process of obtaining it if required, would stand them in good stead if someone dies on site, with regards to any investigation. The location of AED's can be found on this website - <https://www.defibfinder.uk/>

Medication –

In the workplace, the individual is responsible for ensuring they have their medication with them and for administering it. Generally, as a first aider you CANNOT administer a casualty's medication, you can only assist to get it for them, place it in their hands, but not administer it. The ONLY medication a first aider can administer is an auto injector in the event of a casualty suffering from Anaphylactic Shock and are unable to administer it themselves.



The business however MUST undertake a risk assessment on any volunteers or employees who suffer from anaphylaxis and they must, as with all risk assessments review it on a regular basis.

Early Years Settings -

We would seriously discourage schools and nurseries etc., from keeping children's medication on site. They should bring it with them in the morning and take it home at night. This then teaches the parents and then the children to be responsible for their medication and remember to take it with them everywhere they go. Otherwise, we breed complacency. This means these children grow up to not carry their inhalers and auto injectors with them as adults as well. It also means the setting does not have to check the medication regularly and can purchase spares, these they can use on a child in an emergency, (as in their auto injector fails, inhaler runs out etc.) Clarification regarding the use of a schools Autoinjectors can be found here - <https://www.gov.uk/government/publications/clarification-of-adrenaline-autoinjector-guidance-for-schools>

This revision document is a service we extend to first aiders trained by MJ Training -

We have been asked by several clients if they can share our revision sheets with volunteers and other first aiders in their business. Invariably we are happy for this, but we request that you ask permission before doing so. Any unauthorised circulation will be classed as abuse of 'Copyright'.

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