

## FIRST AIDER REQUIREMENTS

A risk assessment in the context of the Safety Statement should consider the numbers employed, the nature of the work, the degree of hazard, the level of accidents arising, the size and location of the workplace, the distribution of the employees, shift working, availability of an occupational health service with the workplace and the distance and duration from external medical services etc.

### How Many First Aiders Should Be Present in A Workplace?

The table below gives an indicative number of first aiders required for different types of workplaces.

Type of Workplace	Maximum No. of Employees at any one time	No. of Occupational First Aiders
Factories, Construction Sites, Surface Mines and Quarries	up to 49	1 if safety statement risk assessment shows it necessary
	50-149	Minimum 1
	150-299	Minimum 2
	> 300	1 extra for every 150 employees or part thereof
Underground Mines		1 for every 10 employees or part thereof
Other workplaces	up to 99	1 if safety statement risk assessment shows it necessary
	100-399	1
	400-699	2
	more than 700	1 extra for every 300 employees or part thereof.

### If the Designated Occupational First Aider Is Absent From The Place Of Work, What Must The Employer Do?

If the occupational first aider is absent in temporary or exceptional circumstances, the employer may designate a person, to take charge of an injured or ill person until medical assistance is obtained. Such person's functions, if they have not received training in basic life-saving skills, would, primarily be to seek appropriate assistance as soon as possible and to ensure that nothing further can occur which would exacerbate the problems of the injured person.

Foreseeable absences such as planned annual leave are not considered "temporary or exceptional circumstances" In these situations the employer must ensure that there is an adequate number of trained occupational first aiders to cover the foreseeable absences or leave, if the need for an occupational first aider in the workplace has been identified.

### How Is A First Aider Contacted?

There must be effective means of communication to contact the first aider when required, which will include a telephone/ mobile phone/ pager/ radio.

### How Are the Emergency Services Contacted?

The names addresses and telephone numbers of the local emergency services must be clearly displayed in the workplace. Emergency plans and procedures must be in place and people designated and trained to implement them. It must be clear who contacts the emergency services.

**Where Do I Find an Occupational First Aid Training Provider?**

Employer should only use occupational first aid providers registered with the occupational first aid assessment agent (OFAAA) to deliver training. Details of registered organisations and individual instructors can be found at [www.ofaaa.com](http://www.ofaaa.com) or by phoning 1890 223 223.

**How Long is an Occupational First Aid Training Course?**

A training course is run over a minimum of 3 days or 24 hours with a 2-hour assessment/exam. Courses can be delivered over several weeks.

**What Is the Retraining Requirement?**

Occupational first aiders must do a 1-day refresher and assessment to be recertified.

**When do Occupational First Aiders Need Additional Training?**

Occupational first aiders may need additional specialised training if a workplace has employees exposed to any special hazards such as:

- Risk of poisoning by toxic substances, e.g. certain cyanides and related compounds
- Risk of burns from corrosive or oxidising substances, e.g. hydrofluoric acid
- Risk of accidental exposure to hazardous substances, e.g. toxic, irritant or asphyxiant gases, requiring oxygen for resuscitation
- Other specific risks identified in the Safety Statement
- Additional provisions in other regulations such as administration of oxygen

**What type of a certificate does a first aider receive?**

An occupational first aider will initially receive a Further Education and Training Awards Council (QQI) Level 5 certificate in Occupational First Aid.

Thereafter, the first aider will receive a certificate from the registered training provider for 2 yearly refresher training as QQI does not issue refresher certificates.

**What Happens if a First Aider's Training Lapses?**

Where training for an occupational first aider lapses, a 1-day refresher training is required if the lapse is less than 3 months, otherwise the full 3-day training is required. The important date to note is the date of the previous training and not the date on the certificate. QQI certificates are dated the date of issue which is some time after the training date while refresher certificates issued by training providers will normally have the date of the training.

**How Long Is Certification Valid For?**

Occupational first aid certification is valid for 2 years after which refresher training is required.

**Are Occupational First Aid Certificates from Other Countries Valid In Ireland?**

No -There are no mutual recognition agreements between Ireland and other countries on occupational first aid. Therefore, occupational first aid certificates obtained in other countries are not transferable and are not valid in Ireland. In order to be a valid occupational first aider in Ireland, you must do the training in Ireland.

**What Should be in a First Aid Box or Travel Kit?**

The table below shows the recommended contents of first aid boxes and travel kits.

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1-10 persons	11-25 persons	26-50 persons*1
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water where there is no clear running water*2	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cm's)*3	1	1	1	1
Water Based Burns Dressing Large*3	1	1	1	1
Crepe Bandage (7cm )	1	1	2	3

**Notes**

\*1: Where more than 50 persons are employed, pro-rata provision should be made.

\*2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to risk of cross infection. The container should be CE marked.

\*3: Where mains tap water is not readily available for cooling burnt area.

**Is There Some Flexibility on the Contents Of Boxes And Kits?**

The above Table provides a general guide on the recommended contents of occupational first aid boxes and kits based on numbers employed. Quantities indicated in the Table are minimum

numbers and can be increased. The requirements for sterile water and water-based burns dressings as per note 2 and 3 above are only where there is not a wholesome supply of tap water available. A single paramedic shears and pocket face mask is considered adequate.

**What First Aid Records and Documentation Need To Be Kept?**

The names of occupational first aider must be recorded in the Safety Statement along with the location of the first aid rooms, equipment and facilities.

Written records of the dates of all first aid training, including refresher training should be kept at the workplace and be made available on request to the Health and Safety Inspector.

Records of all cases treated by the first aider should be kept in a suitable secure place, respecting their confidential nature and be made available on request to the Health and Safety Inspector.

The table below shows the details to be recorded.

<b>Name of patient</b>	<b>Type of injury</b>	<b>Treatment given</b>	<b>Name of occupational first aider</b>	<b>Date</b>

**Can A First Aider Give Out Painkillers/Headache Tablets?**

First aid does not cover the administration of drugs or medications and they should not be kept in the workplace first aid box or kit. In certain circumstances first aiders can assist in the administration of aspirin if available for suspected cardiac chest pain.

**What is an AED?**

A defibrillator is a device that delivers an electric shock to the heart muscle through the chest wall in order to restore a normal heart rate.

An automatic external defibrillator (AED) is a portable defibrillator designed to be automated such that it can be used by persons without substantial medical training who are responding to a cardiac emergency.

**Are Occupational First Aiders Trained in The Use Of AED?**

Yes, AED is part of the Cardiac First Response (CFR) Unit of the QQI Level 5 OFA Standard and first aiders are trained in its use.

**Are Employers Required to Have An AED?**

No, but it would be good practice to have one.

**Do I Have to Have A First Aid Room at My Workplace?**

Premises must have one or more first aid rooms if the Safety Statement risk assessment shows that it is necessary and based on the following criteria:

- Premises size
- Type of activity being carried out

- Frequency of accidents arising
- Existence of special hazards
- Distance from nearest appropriate medical facility.

### **What Should Be Considered When Planning And Designing First Aid Rooms?**

Several factors need to be considered when planning, designing and equipping first aid rooms:

- Location to take account of proximity to work areas and access for transport to hospital
- Enough size to include equipment
- Entrance wide enough to accommodate ambulance trolley, stretcher
- Impervious floor covering, with surfaces easy to clean
- Sink facilities with hot and cold running water
- Provision of telephone