FIRST AID AT WORK – ESSENTIALS AT A GLANCE

1. List your first aiders and their qualification expiry dates here:

Expiry dates are on the certificate. You can call us on 0844 770 4800 to check their expiry dates if they became qualified on a St John Ambulance training.

**FIRST AID AT WORK QUALIFICATION HOLDERS**

Name: ___________________________ 
Date: DD/MM/YYYY 
Expiry Date: ___________________________

Name: ___________________________ 
Date: DD/MM/YYYY 
Expiry Date: ___________________________

Name: ___________________________ 
Date: DD/MM/YYYY 
Expiry Date: ___________________________

**EMERGENCY FIRST AID AT WORK QUALIFICATION HOLDERS**

Name: ___________________________ 
Date: DD/MM/YYYY 
Expiry Date: ___________________________

Name: ___________________________ 
Date: DD/MM/YYYY 
Expiry Date: ___________________________

Name: ___________________________ 
Date: DD/MM/YYYY 
Expiry Date: ___________________________

**OTHER QUALIFICATION HOLDERS:**

Name: ___________________________ 
Date: DD/MM/YYYY 
Expiry Date: ___________________________

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Name: ___________________________ 
Date: DD/MM/YYYY 
Expiry Date: ___________________________

Name: ___________________________ 
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Date: DD/MM/YYYY 
Expiry Date: ___________________________

2. Ensure staff know your first aid procedures:

- Your staff must not hesitate to follow your agreed procedure in the event of a medical emergency. Use every communication channel you can to let staff know:
  - Who the trained first aiders are
  - How to contact the first aiders
  - The location of first aid kit(s) and supplies
  - How to contact the emergency services if required

- You will need to make special arrangements to make this information available to employees with reading or language difficulties.

- You can buy first aid information signs for your workplace here: sja.org.uk/signage

3. Consider getting a defibrillator and having staff trained to use it:

- Having a defibrillator is not a legal requirement but is highly recommended (for each minute that passes without defibrillation after the heart stops, the casualty’s chance of survival falls by about 10%)*

- Ensure your defibrillator is always accessible and staff are aware of its location, and ensure that staff know the people who are trained to use it.

- The defibrillator will self-maintain so you do not need to check the battery, but ensure that you know how it identifies when there is an issue with the battery.

- Check the date on the pads and have a spare set on site if needed.

* British Heart Foundation (2012)

4. Ensure you have holiday cover for your first aiders:

- If your trained first aiders are on holiday or on sick leave, you may not have adequate first aid cover to meet the HSE regulations.

- Download our free holiday planner at sja.org.uk/holidayplanner

5. Ensure your first aid box has the right supplies for your workplace:

- Your first aid box needs to fit with the kind of risks and potential casualties you may experience in your workplace.

- Use our handy online calculator to find out what first aid kits are right for your workplace: sja.org.uk/calculator

- British Standard BSI-8599-1 determines the minimum contents for a workplace first aid kit. Find out more at sja.org.uk/kitsforwork

6. Recording all incidents that need first aid is a regulatory requirement:

- Ensure you have an accident book in which to record incidents.

- The St John Ambulance online shop sell accident books. Visit sja.org.uk/accidentbooks

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