



# FIRST AID AT WORK – ESSENTIALS AT A GLANCE

## UNSURE ABOUT YOUR TRAINING NEEDS?



Use our handy online calculator now:  
[sja.org.uk/calculator](http://sja.org.uk/calculator)



Or call us on  
**0344 770 4800**

Lines are open Mon-Fri: 8.00am – 5.30pm

### 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: ..... DD/MM/YYYY  
EXPIRY DATE

Name: ..... DD/MM/YYYY  
EXPIRY DATE

Name: ..... DD/MM/YYYY  
EXPIRY DATE

#### EMERGENCY FIRST AID AT WORK QUALIFICATION HOLDERS

Name: ..... DD/MM/YYYY  
EXPIRY DATE

Name: ..... DD/MM/YYYY  
EXPIRY DATE

Name: ..... DD/MM/YYYY  
EXPIRY DATE

#### OTHER QUALIFICATION HOLDERS:

Name: ..... DD/MM/YYYY  
EXPIRY DATE

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Name: ..... DD/MM/YYYY  
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A First aid at work (or similar qualification) certificate is valid for three years, and we recommend first aiders take an annual refresher course.

### 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](http://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

### 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](http://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](http://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](http://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](http://sja.org.uk/accidentbooks)

\* British Heart Foundation (2012)