

# First Aid Procedure

## Objective

This procedure provides a framework for managing first aid provision, covering all college sites and off site activities.

## Legislative Responsibility

The Health and Safety at Work etc. Act 1974 (HASWA) (section 2e) places a duty on employers to provide a workplace that is so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for welfare at work.

The First Aid at Work Regulations 1981 places a duty on employers to make provision for first aid in the work place, including:

- a. adequate resources, and equipment based on the risk assessment.
- b. A suitable number of trained persons to cover all operating times of the work place.
- c. Appropriate training and periodic refresher training for first aid persons.

## Preamble

It is essential that the college ensures appropriate levels of first aid cover for all operating times at all campuses. First aid persons need to be able to respond **on demand** whenever a situation occurs on site. It is likely that general support and non teaching staff will be in a better position to respond to general situations than staff with academic responsibilities.

Academic staff such as Sports and Public Service staff, and academic support staff such as Dyslexia and Learning Support staff are required to have a first aid qualification to fulfil their roles.

## Arrangements

### Resources

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An appropriately stocked first aid box complying with guidance leaflet BS8599 will be provided in a central location at all sites (generally behind reception). Areas such as workshops, laboratories, salons, nurseries, fitness suites and sports departments will be provided with a suitably stocked first aid provision, based on guidance note BS8599 and any specialist equipment identified as required due to the inherent risks identified during the risk assessment process. First aid boxes will not contain any medication, creams etc. Members of staff must not give medication to any learners from any personal supplies they may have.

First Aid Rooms are provided at Colcot Road (ground floor B block) and Canal Parade (ground floor). The keys to first aid rooms will be accessible from reception (Colcot Road) or accessed with a staff badge (Canal Parade).

First Aid stocks are kept in the First Aid Room at Canal Parade and are controlled by the Health and Safety Manager. Requests for stocks should be made to the Health and Safety Manager via email. Responsibility for checking stocks in individual first aid boxes lies with designated technicians in workshops, salons and laboratories or first aid persons for general areas.

Automated External Defibrillators (AEDs) are provided at Colcot Road, ICAT, 27 Parade, CISC (Leckwith) and Canal Parade and are located behind Reception. AEDs will be monitored regularly by the Health and Safety team to ensure they are ready for use on demand.

### **First Aid Cover**

First aid cover will be provided via a rota system at all sites. Staff on the rota will be those staff that will be able to respond **on demand** to situations on site. It is essential that the college has cover during all operating hours at all sites; it is desirable that an equal number of male and female staff are trained as first aid persons and participate in the rota. Typically the following staff will form the cornerstone of the rota:

- a. Security and Caretaking staff from Estates;
- b. Workshop Technicians at all sites;
- c. Administration support staff;
- d. Catering staff.

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Rotas will be prepared annually by the Health and Safety team and sent to participating staff and reception areas. The rota will operate on a weekly basis. Staff on the rota system **only** will be paid a nominal monthly fee.

Staff required to be First Aid trained as part of their role will only provide First Aid cover for the learners for whom they have responsibility and will take no part in the general rota system.

### **Training**

The Health and Safety Manager will arrange appropriate training for First Aid persons in line with legislative requirements and the identified level of risk. The College will adopt a risk based approach to the management of First Aid using a mixture of First Aid at Work (FAW) persons in areas of medium to high risk and Emergency First Aid (EFAW) persons in sites of low risk. Training will be arranged as follows:

- |                            |   |
|----------------------------|---|
| First Aid at Work Person   | - Initial 3 day training course             |
|                            | - Refresher training 2 days (every 3 years) |
| Emergency First Aid Person | - Initial 1 day training course             |
|                            | - Refresher training 1 day (every 3 years)  |

Training will be carried out using a HSE approved First Aid at Work Trainer or an accredited awarding body in line with guidance from the Health and Safety (First Aid) Regulations 1981 (as amended) (H&SFAR1981). Areas covered in training will be as detailed in Appendix 5, appendix 6 and appendix 7 of the (H&SFAR1981).

In addition to the statutory requirements for training, additional refresher training will be offered to all qualified persons during staff development days ensuring that all First Aid persons have the opportunity to update and maintain their skills.

During both FAW and EFAW training, the principles of using an AED will be covered; specific more detailed training for safe use of AEDs will be offered to key staff identified via the risk assessment process.

## **Dealing With First Aid Issues**

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The Duty First Aider for the Week at each site will provide contact details to the relevant reception on Monday morning of the week of duty. Where possible, radios will be used, particularly at the larger sites. All first aid requests should be put through to reception via the relevant emergency numbers, who will then contact the on call First Aid person to attend the incident. It will be the First Aider's decision as to whether further medical assistance is required or whether they can deal with the situation themselves. The first-aider attending the incident will determine the seriousness of the injury and will identify the appropriate action to be taken;

1. An ambulance is required to convey the injured person to hospital.

If a learner or staff member is taken to hospital from College, their next of kin, parents or guardians should be informed (unless there is a significant reason not to). It may be necessary due to the nature of the injury, age, vulnerability or at the patient's request, for a member of staff to accompany them to the hospital. Learners can be left in the care of hospital personnel, but the next of kin needs to be kept informed.

2. The injury does not require immediate hospital treatment, yet, a hospital check would be advisable or the injured person does not feel well enough to remain at college.

In the first instance the first-aider will inform the HOD who will request the named home contact to come and collect the injured person. In the event of the named home contact not being available the HOD will make necessary transport arrangements i.e. use of college transport or Taxi. **Under no circumstances should staff use their own vehicles for this purpose.**

Safeguarding guidance for Learners under 18 years old or a vulnerable adult taken from site requires that they will need to be accompanied by at least one member of staff if going by Taxi or two members of staff if the College is transporting.

Although a first aider should always be called, it is not necessary to await the arrival of a first aider before calling an ambulance.

## First Aid on Educational Visits

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A fully qualified First Aid at Work person must accompany all high risk educational visits. A suitably stocked First Aid kit must be taken on all high risk educational visits.

## Protection of First Aiders

Wherever possible the on call First Aid person should not be left alone with an injured person. Where delicate issues are required to be dealt with, which may be either cultural, gender or mental health related the First Aid person must be accompanied by a person of the opposite gender to protect both the injured person and the First Aid person. Some people may wish to be treated by someone of the same gender, in such cases two persons of the appropriate gender should attend.

The College has a number of staff trained in Mental Health First Aid, wherever an issue arises and mental health issues are suspected, a Mental Health First Aid person should be called to assist the Duty First Aid person. A list of Mental Health First Aid persons will be available at reception or from a member of the Feel Safe Team.

## Reporting Incidents

Incidents requiring First Aid whether an accident or an ill health incident will need to be reported on a College Incident and Accident Report Form (AI/1) which is accessible on the Health and Safety site of the College intranet. Completed forms should be forwarded to the relevant site Health and Safety Officer/Manager.

**Date approved:** June 2017

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**Approved by:** H&S Committee

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**Review date:** 15 June 2019

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Responsible Manager: Health and Safety Manager

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Executive Lead: Chief Operating Officer

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Accessible to Students: : Yes

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