

<b>Document No.</b> PP
<b>Issue No.</b> 5
<b>Issue Date:</b> 16/06/22
<b>Renewal Date:</b> 16/06/23
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<b>Responsibility:</b> Director of Resources

## **First Aid Policy and Procedure**

### **1. Introduction**

- 1.1. This policy forms part of, and should be read in conjunction with, the Health and Safety Policy. It is designed to confirm how Fullhurst Community College will address its responsibilities regarding the administration of first aid to staff, students and visitors.
- 1.2. All organisations, including Educational establishments, are expected to develop and formalise procedures for dealing with first aid, based upon an assessment of the need. The resulting procedures should cover first aid personnel, equipment and practices and be designed in accord with the legal standards and good practice.

### **2. Scope**

- 2.1. This policy applies to all College staff either on or off site whilst engaged on College business.
- 2.2. Students for the purposes of the Regulations are deemed as “members of the public” and as such there no statutory requirement for the College to make first aid provision available.
- 2.3. Fullhurst Community College though has a duty of care with regard to its students and others who may be affected by its activities therefore any resulting procedures and practices resulting from this policy will be expected to address their first aid needs as well as that of staff.
- 2.4. Students as well as staff should also be advised, as part of their induction as to the arrangements for accessing first aid in the case of an accident.

### **3. Definitions**

- 3.1. First Aid - The treatment necessary for the preservation of life or minimise the consequences of illness or injury. The treatment of minor injuries.
- 3.2. First Aid Coordinator - Person appointed to coordinate the day to day operation of the first aid procedures. As the main first aider at the College the coordinator will respond when available to all incidents requiring the administration of First Aid and will cover the First Aid room.
- 3.3. First Aider - First aiders are members of staff who have been trained in accordance with the standards set by the HSE and hold current and valid

certification.

- 3.4. Appointed persons - A person, or persons appointed to take charge of the first aid arrangements where first aiders are not available, or not considered a requirement.

#### **4. Policy Statement**

- 4.1. The Site Manager is responsible for determining the actual provision required at each of the sites, by the use of formal assessment techniques.
- 4.2. This determination will be achieved by the formulation of a first aid procedure which identifies the methodology of approach to be taken.
- 4.3. The Manager will establish arrangements for satisfying the first aid personnel, equipment and facilities needs identified for general purposes within the College.
- 4.4. Faculty/Departmental managers should determine any additional personnel, equipment and facilities required using the same approach, for example, specific first aid provision should form part of the arrangements for any offsite work and educational visits.

#### **5. Records**

- 5.1. A record of the assessment to determine the first aid need will be retained to confirm the process undertaken and facilitate any future reviews.
- 5.2. A record of all first aid treatments will be obtained using a standard form to assist in the determination/development of any future first aid need, and to provide documentary confirmation on the treatment given.
- 5.3. A record of all first aid training provided will be retained so as to maintain the competence of those acting as first aiders by ensuring suitable and sufficient first aid courses, including first aider and first aider refresher, are arranged.

#### **6. Monitoring**

- 6.1. The operation of this policy will be subject to review annually by Senior Management in consultation with the Health and Safety Committee.

#### **7. First Aid Procedure**

- 7.1. This procedure forms part of, and should be read in conjunction with, the First Aid Policy. It is designed to confirm how the College will address its responsibilities regarding the administration of first aid to staff, students and visitors.
- 7.2. All organisations, including Educational establishments, should develop and formalise procedures for dealing with first aid, based upon an assessment of

the need. The procedures should cover First Aid personnel, equipment and practices and be designed in accord with the legal standards and good practice.

- 7.3. The Site Manager is responsible for determining the actual provision required at the College, with the appropriate manager responsible at each Faculty or Department where additional needs relevant to their specific operation exist.

## **8. Assessment of Need – Areas to Consider**

- 8.1. The Site Manager has undertaken an assessment of the first aid need to determine a provision which is suitable and sufficient. Areas that have been considered include:

- Hazards presented by the work;
- Level of risk presented by hazards;
- Number and nature of staff;
- Number and nature of students;
- Number of premises;
- Location of premises;
- Accident history;
- Travelling, remote and lone workers;
- Staff working on shared or multi-occupied sites;
- Leave/absences of first aiders and appointed persons;
- Out of hours/community use;
- Shift working.

- 8.2. Following the assessment, and using the information gathered the provision detailed below has been determined.

- 8.3. Faculty/Departmental managers should determine any additional personnel, equipment and facilities required using the same approach, for example, specific first aid provision should form part of the arrangements for offsite work and educational visits.

## **9. Personnel**

- 9.1. First Aiders are members of staff who have been trained in accordance with standards set by the HSE. Prior to becoming trained, staff will be selected taking into account their:

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties; these should be such that they may be left to go immediately and rapidly to an emergency.

- 9.2. On completion of their training, the HSE suggests that first aiders need to be able to apply the following competencies:
- 9.2.1. the ability to act safely, promptly and effectively when an emergency occurs at work;
  - 9.2.2. the ability to administer cardio-pulmonary resuscitation (CPR) promptly and effectively;
  - 9.2.3. the ability to administer first aid safely, promptly and effectively to a casualty who is unconscious;
  - 9.2.4. the ability to administer first aid safely, promptly and effectively to a casualty who is wounded or bleeding;
  - 9.2.5. the ability to administer first aid safety, promptly and effectively to a casualty who:
    - has been burned or scalded;
    - is suffering from an injury to bones, muscles or joints;
    - is suffering from shock;
    - has an eye injury;
    - may be poisoned;
    - has been overcome by gas or fumes.
  - 9.2.6. the ability to transport a casualty safely as required by the circumstances of the workplace;
  - 9.2.7. the ability to recognise common major illness and take appropriate action;
  - 9.2.8. the ability to recognise minor illnesses and take appropriate action;
  - 9.2.9. the ability to maintain simple factual records and provide written information to a doctor or hospital if required.
- 9.3. First aiders will also be required to demonstrate a knowledge and understanding of the principles of first aid at work, in particular;
- the importance of personal hygiene in first aid procedures;
  - the legal framework for first aid provision at work;
  - the use of first aid equipment provided in the workplace;
  - the role of the first aider in emergency procedures.
- 9.4. To ensure these competencies are maintained, First Aid at Work certificates are only valid for three years and refresher training is required prior to their expiry. Once the certificate has expired the person is no longer a 'first aider' and full training will be required, if they wish to remain in this role.

- 9.5. While the Regulations do not specify the number of first aiders required, the Approved Code of Practice (ACOP) suggests that one first aider when 50 staff are employed with a sliding scale for larger organisations such as College.
- 9.6. Whilst the provisions do not specifically apply to members of the public e.g. students and visitors, as they are not at work, governmental guidance and good practice would suggest that they are taken into account when assessing need, this aspect has been considered when deciding on the number of first aiders at the College.
- 9.7. The arrangements established have taken into account the normal aspects of the working day, including evening and weekend occupancy, managers organising specialised events and premises usage outside the norm are required to ensure suitable and sufficient cover is available.
- 9.8. To satisfy the assessed need at the College the following minimum numbers and location of first aiders has been determined, see also appointed persons below:
- First aid coordinator
  - Support staff at least 4 first aiders available for back up support
  - PE Department at least 1 first aider present during the school day
- 9.9. Unless a visit is within the county and the risk assessment identifies a first aider is available at the venue, all educational/offsite visits should be accompanied by a first aider.
- 9.10. For current procedures for obtaining a first aider see appendix A.

## **10. Appointed persons**

- 10.1. Where first aiders are not available, or not considered a requirement, the relevant manager has a responsibility to appoint a person, or persons, to take charge of the first aid arrangements.
- 10.2. These appointed persons do not have to be formally trained, but need to have sufficient knowledge and information on the first aid provisions to be able to take charge.
- 10.3. Short courses are available for appointed persons and cover;
- what to do in an emergency
  - cardio-pulmonary resuscitation
  - first aid for the unconscious casualty
  - first aid for the wounded or bleeding
- 10.4. To satisfy the assessed need at the College appointed persons will be available to take charge of the situation at times when a first aider is not deemed necessary, including;

- Out of normal College hours, a Premises Officer will be appointed
- On educational/offsite visits, the visit leader will be appointed

10.5. Training courses for both categories are available through the Director of Resources.

## **11. Equipment**

11.1. Suitable and sufficient equipment will be provided, based on an assessment of the need, the minimum stock of first aid items at each location will be:

- A leaflet giving general guidance on first aid (for example HSE leaflet Basic Advice on First Aid at Work)
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may be of a detectable type for food handlers)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings, approximately 12cm x 18cm
- One pair of disposable gloves

11.2. These additional materials are also available:

- Aprons
- Gloves
- Resuscitator
- Wipes
- Sterile water/saline (where mains water is not available)
- Clinical waste bins/bags
- Bio hazard disposal pack

11.3. Tablets and medication of any description will not be kept as part of the first aid provision.

11.4. Current Locations:

- First Aid Room
- Reception
- PE Office
- Science Classrooms and Prep Rooms
- D&T Classrooms and Technician Area
- Art Office
- Food Technology Classrooms
- Kitchen

11.5. All first aiders are also issued with a grab bag containing an appropriate selection of first aid equipment.

- 11.6. A centralised stock is also available to enable the first aiders to restock the first aid boxes, as and when necessary. The stock will be held by the First Aid Co-ordinator to whom requests for additional supplies should be made using the request form, see appendix B.
- 11.7. The First Aid Coordinator also holds a grab bag containing an appropriate selection of first aid equipment for use by educational visits leaders.
- 11.8. The location of the first aid boxes, rooms and the boxes themselves will be clearly marked by a white cross on a green background.
- 11.9. Managers who identify a need for specific additional equipment should seek approval from the Support Staff Manager prior to purchase to ensure it is in accord with the standards and appropriate for use at the College.

## **12. Travelling first aid kits**

- 12.1. Where departmental activities necessitate the need for travelling, staff should be provided with first aid equipment. The following items are considered suitable provisions;
- A leaflet giving general guidance on first aid (for example, HSE leaflet Basic Advice on First Aid at Work)
  - Six individually wrapped sterile adhesive dressings
  - One large sterile unmedicated dressing – approximately 18cm x 18cm
  - Two triangular bandages
  - Two safety pins
  - Individually wrapped moist cleansing wipes
  - One pair of disposable gloves
- 12.2. A properly stocked first aid kit will always be carried in the College's mini buses.

## **13. First Aid Rooms**

- 13.1 The College has a first aid room, which will;
- be adequately stocked with first aid equipment
  - be accessible to stretchers
  - be clearly sign-posted
  - be provided with a couch, a desk, a chair and any necessary additional equipment
  - a telephone
  - have washable surfaces and adequate heating, ventilation and lighting
  - be kept clean, tidy, accessible and available for use at all times when staff and students are on site
  - display a notice in the room advising of the names, locations, and, if appropriate telephone extensions of first aiders and how to contact them

13.2 And be provided with or have ready access to the following;

- a sink with hot and cold running water
- a water closet
- drinking water and disposable cups
- soap and paper towels
- foot operated refuse containers lined with disposable yellow clinical waste bags, or a container suitable for the safe disposal of clinical waste
- blankets



## 14 Assessment Check List

To assist managers in determining any additional first aid needs their activities present the following checklist is provided.

Aspects to Consider	Impact on first aid provision
1. What are the risks of injury and ill health arising from the work as identified in your risk assessment?	If the risks are significant you may need to provide additional personnel and/or equipment.
2. Are there any specific risks, e.g. working with <ul style="list-style-type: none"> <li>• hazardous substances,</li> <li>• dangerous tools,</li> <li>• dangerous machinery,</li> <li>• dangerous loads or animals</li> </ul>	You will need to consider: <ul style="list-style-type: none"> <li>• additional training for first aiders,</li> <li>• extra first aid equipment</li> <li>• precise siting of first aid equipment</li> <li>• informing emergency services</li> <li>• access to the first aid room</li> </ul>
3. Are there parts of your faculty/department where different levels of risk can be identified	You will probably need to make different levels of provision in different parts of the establishment.
4. Are large numbers of people to be invited on site (e.g. for an open day or concert)?	You may need to arrange additional first aiders to deal with the higher probability of an accident.
5. What is the faculty/departmental record of accidents and cases of ill health? What type are they and where did they happen?	You may need to: <ul style="list-style-type: none"> <li>• locate your provision in certain areas;</li> <li>• review the contents of the first aid box;</li> </ul>
6. Are there inexperienced workers staff/students with disabilities or special health problems in your department?	You will need to consider: <ul style="list-style-type: none"> <li>• special equipment;</li> <li>• local siting of equipment</li> </ul>
7. Is there shift-work or out-of-hours working in your department?	Remember that there needs to be first aid provision at all times people are at work.
8. Do you have staff who travel a lot or work alone?	You will need to: <ul style="list-style-type: none"> <li>• consider issuing personal first aid kits and training staff in their use;</li> <li>• consider issuing personal communicators to employees.</li> </ul>
9. Do any of your staff work at sites occupied by other employers?	You will need to make arrangements with the other site occupiers.
10. Do you have any work experience trainees or other young persons on site not covered by the normal arrangements?	Remember that your first aid provision must cover them.
11. Do you invite members of the public to visit?	You have no legal responsibilities for non-employees, but HSE strongly recommends you include them in your first aid provision.
12. Do you have staff/students with reading or language difficulties?	You will need to make special arrangements to give them first aid information.

## **15 Hygiene/Infection Control**

15.1 If you are a first aider in the workplace, the risk of being infected with a blood borne virus (BBV) while carrying out your duties is small. There have been no recorded cases of HIV, or Hepatitis, being passed on during mouth-to-mouth resuscitation. The precautions detailed in appendix B can be taken to reduce the risk of infection:

- It is not normally necessary for first aiders in the workplace to be immunised against Hepatitis, unless the faculty/departmental COSHH assessment indicates it is appropriate.
- As a first aider it is important to remember that you should not withhold treatment for fear of being infected with a BBV.

## **16 Removal of Person Requiring First Aid to Hospital/Home**

16.1 To ensure that appropriate action is taken when dealing with a member of staff/student the first aider dealing is responsible for determining whether there is a need for the individual to attend hospital or to be escorted home procedures will be produced, for the current arrangements see appendix A.

## First Aid General Information

### 1 Locating a First Aider

1.1 Your nearest First Aiders names and extension numbers can be found at all entrances and exits to buildings, main reception area and other strategic points e.g. lobby's. They are green signs with a white cross. The signs will also tell you where your nearest First Aid Box is located. They are strategically placed and will be found in most laboratories, workshops and in many offices.

1.2 In the case of an accident, a First Aider can be summoned to the incident using any internal telephone by dialling their extension number directly or by using the radio system of communication.

1.3 The first aider will;

- Assess the situation
- Summon additional help, including an ambulance if necessary
- Stay with the casualty until medical help arrives
- Advise medical help of relevant information
- Complete appropriate forms

### 2 Calling an Ambulance

2.1 If in the opinion of the first aider dealing with the incident the victim appears to require medical assistance an ambulance should be summoned by dialling 999 from the nearest internal telephone. You must inform the on duty Premises Officer who will arrange for the ambulance to be met and inform the Principal or a member of senior management in their absence.

2.2 It is important that the following details are given to the Premises Officer:

- Exact location of incident
- Details of what the problem is
- Extension number of the nearest phone to the incident
- Name of the First Aider/person in charge

2.3 In the case of students a member of the Student Services Team will be contacted so they can inform the parent/carer of the accident and the need to attend either the college or hospital as appropriate, unless parent/carer attends the College in time to travel in the ambulance with the student victim a member of staff will act as escort and handover to parent/carer at the hospital.

**3 First Aid Boxes** - First Aid Boxes are clearly marked with a white cross on a green background and can be removed from their wall bracket and taken to the scene of an incident. If First Aid stocks run low, please contact the First Aid Coordinator.

3.1. Location of First Aid boxes: Imperial Campus: Basement; G03; G17; G32;

G77; 103; 120; 150; 223; Sports hall; Learning centre. Fosse Campus:  
Main Reception, G23, G24 G26 G32 and 124.

3.2. First Aid boxes are checked monthly by the Premises Officers, ensuring stock is replenished and within date.

**4 Reporting of Incidents (RIDDOR)** - In order for the College to meet its legal obligations, all accidents/incidents **MUST** be reported and the SO2 form completed and sent to the Office Manager in accordance with the Accident Reporting and Investigation Procedure.

**5 First Aid Room** - Access to the first aid room is available during the normal school day from 8.00am. – 4.00pm.

**6 Clinical Waste** - Soiled dressings, gloves, etc must be disposed of by placing them in a small yellow waste bag (found in **ALL** First Aid Boxes and First Aiders personal 'grab bags') and taken to the clinical waste bin located in the First Aid Room. Needles, broken glass, sharp objects etc, must be disposed of in a clinical sharps box, located in the First Aid Room.

**7 Out of Hours** - For First Aid out of hours, please call the Premises Officer via the school radio.

**First Aid Consumables Request****To:** First Aid Co-ordinator**From:** .....**Date:**.....**Cost Centre:** ..... **Cost Centre Manager:** .....

Item	Quantity Required
Fully stocked First Aid Box for 10 people	
Empty First Aid Box	
Full stocked First Aid Grab Bag	
Body Fluid Disposal Kit	
Body Fluid Disposal Kit Replacement	
Empty Grab Bag	
Triangular Bandage	
Extra Large Dressing	
Large Dressing	
Medium Dressing	
Eye Pad	
Pack of 12 Safety Pins	

Item	Quantity Required
Pack of 10 4cm x 4cm Plasters	
Pack of 10 7.5cm x 5.0cm Plasters	
Pack of 10 7.25cm x 7.25cm Plasters	
Pack of 10 4cm x 4cm Blue Plasters	
Pack of 10 7.5cm x 5.0cm Blue Plasters	
Pack of 10 7.25cm x 7.25cm Blue Plasters	
Pack of 10 Antiseptic Wipes	
Resuscitation Aid	
Pair of disposable gloves	
Pair of latex free disposable gloves	
Apron	
Clinical Waste Bag	

### **Personal protection plan for administering First Aid**

1. Wash your hands **before** and **after** treating a casualty.
2. Always protect yourself with waterproof dressings on all cuts and abrasions before administering first aid.
3. Use plastic gloves and aprons when applying dressings or cleaning up.
4. Use small yellow clinical waste bags for disposal of contaminated soft materials and dispose of safely in the clinical waste bin located in the First Aid Room.
5. Needles, broken glass, sharp objects must be disposed of in a clinical sharps box located in some laboratories and the First Aid Rooms.
6. Any clothing contaminated with blood, vomit etc. may be cleansed in any ordinary washing machine using a biological washing powder at the appropriate temperature.
7. If direct skin contact with another person's body fluid occurs, the area should be washed as soon as possible with ordinary soap and water. For affected areas of lips, mouth, eye or broken skin, wash with cold water and seek medical advice.

### **Procedures for dealing with blood and bodily fluid spillages**

#### **Equipment Required:**

- 1 Bucket
- Plastic Apron
- Disposable Gloves
- Yellow Disposable Bags
- Paper Towels
- Sponge

- Washing-Up Liquid
- Plastic Bottle Filled with water
- Precept Disinfectant Tablets

### **Location of Equipment**

- First Aid Room
- Premises Office

### **Procedures**

1. Put on protective gloves and apron.
2. Dissolve tablet in bottle of water.
3. Wash the contaminated area in hot soapy water with the sponge, then wash with the sterilising solution prepared.
4. Dry off with paper towels.
5. Place **all** used equipment in clinical waste bag and take to the First Aid room along with the bucket.
6. Wash hands **thoroughly**.

### **Bio Hazard Disposal Packs**

As a substitute to the above procedure Bio Hazard disposal packs are available for smaller spillages. They can be obtained from the First Aid Room or the Site Managers Office.

After use these bags should be brought to the First aid room and placed in the bin marked 'For Yellow Bags Only'.