



First Aid Policy

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Lead: Health & Safety and Security Manager

Contents

1. Introduction	3
2. Responsibilities	3
Health & Safety and Security Manager (HSM) will:	3
First Aid trained employees will:	3
Maintenance Team will:.....	4
Nurse will:.....	4
Senior Managers, Department Heads, Team Leaders will ensure that:.....	4
2.1 Accident/Incident/Near-Misses and Unsafe Conditions Recording and Reporting	5
3. Defibrillator	6
4. Eye irrigation.....	6
5. Fieldwork and trips.....	6
6. First aid box locations.....	6
7. First Aid training and competence.....	7
8. First aid signs and notices	7
9. Minibuses and company vehicles	7
10. Storage of medication.....	7
11. Blood-borne Diseases and Body Fluids.....	7
12. Disposal of Sharp Objects ('Sharps')	8

FIRST AID POLICY

1. Introduction

St Clare's will ensure that appropriate first aid arrangements are in place for all students, employees and visitors to our premises. The College will also ensure that adequate numbers of suitably trained personnel are always available and that there is an adequate supply of first aid equipment. The adequate level of provision will be established by carrying out a risk assessment. The risk assessment will determine the level of training for the first aiders and also identify those areas requiring a more dedicated first aid cover, for example for sports or laboratory activities. It will also take account of off-site activities.

A first aider is a person who holds a certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW).

First aid is the immediate assistance or treatment given to someone injured or suddenly taken ill before the arrival of an ambulance, doctor or another appropriately qualified person; the objectives of providing first aid for a casualty are to sustain life, prevent deterioration and promote recovery.

Employees who are trained first aiders are regarded as acting in the course of their employment whilst administering first aid and are therefore covered for civil claims by the terms of St Clare's Employers' Liability Compulsory Insurance Policy;

The St Clare's policy on the first aid at work is based on the Health and Safety (First Aid) at Work Regulations 1981.

2. Responsibilities

Health & Safety and Security Manager (HSM) will:

- Book selected employees onto approved first aid training courses;
- Ensure a list of all first aid staff is available on the intranet and also on notice boards throughout the College;
- Issue each first aider with a first aid kit;
- Order and manage the distribution of all first aid materials both proactively and on request from the first aiders;
- Ensure that issues arising from any specific first aid incident are communicated to all trained first aiders to maintain best practice;
- Manage all first aid reporting (see Accident Policy).

First Aid trained employees will:

- Keep their training/ skills up to date and contact the Health & Safety and Security Manager to agree on attendance at a refresher course;
- Respond promptly to all requests for assistance;
- Get further help if necessary, ensuring an ambulance is called if necessary;
- Take care to ensure that they do not also become a casualty themselves;
- Look after the casualty until recovery has taken place or further medical assistance has arrived;
- Give immediate and adequate treatment, bearing in mind that a casualty may have more than one injury;
- Arrange, without delay, for the transfer of a casualty according to the seriousness of his/her condition to a place where medical treatment can be provided;
- Record information about incidents using the St Clare's Serious Incident Reporting (SIR) form, and send it to the HSM as soon as practicable after the incident;
- Maintain the fully stocked first aid kit provided to them by the College (including ensuring that the contents are all within their use-by dates), and obtain replacement supplies from the HSM;

- Report any missing, poorly stocked, or damaged first aid kits to the HSM without delay;
- Wear vinyl gloves and protective equipment when dealing with blood and body fluids;

Ensure that students who need to travel to the hospital are accompanied by a College nurse or member of the pastoral team (see Accident Report Procedure)

Porters will:

- Be trained to a minimum of Emergency First Aid at Work, within a reasonable time period following starting employment with St Clare's.

Check the mini buses first aid kits on a daily basis as part of the daily safety checks.

Maintenance Team will:

- Regularly check the first aid kits in the maintenance vehicles.

Nurse will:

- Provide first aid assistance and care to students and staff when they are on duty;
- Inform the Vice Principal, Pastoral or the Assistant Principal, Pastoral of any serious accident and assist with the transportation of casualties to Accident and Emergency if required; (see Accident Reporting Policy)

Senior Managers, Department Heads, Team Leaders will ensure that:

- A first-aid needs risk assessment has been undertaken, specific to their department;
- The required numbers of first aiders identified in the assessment are trained and that no less than the minimum number is available to provide assistance;
- The identity and contact details of first aiders are communicated to all staff within their area;
- Time is allowed for those people carrying out first aid duties to maintain their competence (e.g. by training) and carry out their duties;

All staff and students are informed of the first aid arrangements – including how to contact a first aider and the location of first aid boxes.

Employees will ensure that:

- They know who the first aiders are for the area where they normally work or are based, and how they can be contacted. For staff who work in other buildings e.g. peripatetic staff in Estates or Housekeeping, they should ensure that they know where to find the first aid phone list;
- In the absence of a local first aider, all staff must know how to get help:

Contact the Porters on (07967) 127281 to ask for first aid assistance or notify them that an ambulance has been called.

Ambulance: Dial 999 (from an internal phone first press 0 or 9 to get an external line).

Students:

- It is the responsibility of all students' parents (if aged below 18) or the student themselves (if aged 18 or over) to inform St Clare's of any particular medical condition that may affect the student's wellbeing or safety. Arrangements will be made to ensure the These arrangements may entail the divulging of personal information to others on a need to know basis. The Health

and Safety Manager will be responsible for the management of any additional training resulting from these requirements.

- A list of children who have EpiPens, inhalers, or who have diabetes will be found within the Porters lodge. Students and employees are responsible for ensuring they have immediate access to their own medication.

Managers organising events or activities:

- Managers organising College events/activities must ensure that they provide adequate first aid cover for the type of event they are holding and the numbers likely to attend;

Where external parties book or hire premises, those responsible for hiring out St Clare's premises must ensure that it is made explicitly clear that the hirer is responsible for providing first aid cover.

Contractors:

- Although College first aiders will assist if a contractor's employee has an accident while working on College premises, contractors working at St Clare's should also be required to make their own first-aid arrangements. This is compulsory when working in a designated building site area;

All contractors will inform the Porters and the Health & Safety and Security Manager of any known first aid incident that occurs on College premises.

Contract Cleaning staff:

- Contract cleaning staff frequently work in St Clare's buildings during the early mornings. Cleaning supervisors must instruct cleaning staff on the location(s) of the health & safety notices giving details of the nearest first aid facilities and telephone(s) in the areas in which they work, and instructions on how to contact the qualified first aiders within the contract cleaner team. If they are unable to get help from within their own teams, then the Porters should be contacted on their mobile phone number (07967 127 281).

Peripatetic workers:

- Peripatetic workers employed or engaged by St Clare's, e.g. music teachers, gardeners, security and porters, maintenance staff, academic staff on fieldwork, etc, must have access to first aid kits, either in the building where they work or in St Clare's vehicles close to the work that they are undertaking.

2.1 Accident/Incident/Near-Misses and Unsafe Conditions Recording and Reporting

Accident Reporting

All Accident/Incident/Near-Misses and Unsafe Conditions must be recorded on the official accident forms, (SIR). These must be completed as soon as possible by any member of staff, either responsible for the student at the time of the accident and/or the First-aider or not.

All reports must then be analysed and investigated by the Health & Safety and Security Manager, all recorded documents are to be kept in the Accident Reporting Folders in the Health & Safety and Security Manager office N32 at 131 Banbury Rd.

Recording Information and Communication

Serious Occurrences and accidents are reported to the Health and Safety Executive (HSE), in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Parents are asked to supply information about medical conditions as part of the admissions process. This information is collated to inform relevant staff of students with health problems.

Monitoring and evaluation

In order to monitor and evaluate this policy and processes, accident forms (SIR's), are monitored to identify recurring incidents which may be prevented if appropriate action is proactively taken.

The SIR's are also tabled at the Health and Safety Committee meetings and feedback submitted to the governing body.

3. Defibrillator

- St Clare's has two defibrillators:
 - one outside the porters' lodge at 139 Banbury Road
 - the other to the left of the entrance hallway at 18 Bardwell Road
- An automated external defibrillator (AED) will be used by qualified first aid employees to provide an electric shock to the casualty. The AED attempts to re-establish a normal rhythm to some cases of cardiac arrest.

4. Eye irrigation

- In areas where contamination of the eye could occur, such as laboratories, workshops, etc., a clean supply of cold tap water should be readily available for eye irrigation. Where tap water is not available, sterile normal saline (0.9%) in disposable containers, each holding at least 500ml should be provided and identified using an appropriate sign on the container. All such sterile eyewash supplies must be replaced after use or when the 'use by' date is reached.

5. Fieldwork and trips

- The first aid provisions to be made for trips and field classes vary depending on the number of persons involved, the length of the trip, distance from qualified medical treatment, and hazards associated with the work or location. Consequently, the first aid measures to be taken on specialised/potentially hazardous field classes should be discussed with Health & Safety Manager well in advance of the trip so that the necessary first aid measures can be designed and implemented;
- A holder of a first-aid certificate should accompany all trips, walks and field trips. A portable first aid kit will be taken on all such trips.

6. First aid box locations

- Held within all warden's accommodation flats;
- Held by all first aid qualified employees;
- 139 Main Reception desk and also porters lodge.
- No 3 and No 18, next to fire panel;
- 382 Reception Desk;
- 177 next to Fire Panel;
- 133 Banbury Road and No3 Bardwell Road Main kitchens;
- Appendix 1 contains a guide to the contents of a first aid kit.

7. First Aid training and competence

- First aiders must receive training in accordance with current HSE guidance;
- The emergency first aid at work course should provide the trainee with the competence to give emergency first aid to someone who becomes injured or unwell at work;
- First aid training is organised through the Health & Safety Manager, through whom bookings should be made, preferably by using St Johns Kidlington. Attendance is free of charge to selected employees;
- The Health & Safety Manager is responsible for the management of training. First aid courses will be to the approved HSE standard.

8. First aid signs and notices

All areas must provide first aid notices which detail:

- The names, locations and telephone extension numbers of area first aiders
- The location(s) of first aid boxes
- The locations of telephones
- Instructions for summoning an ambulance to the area.

9. Minibuses and company vehicles

- The Porters will check that the minibuses have a fully stocked first aid kit. Drivers must ensure that the required first aid boxes are present and stocked before any journey;
- The maintenance team will be responsible for checking the maintenance vans first aid kits.

10. Storage of medication

- Medicines should always be securely stored in accordance with individual product instructions;
- Students may have been given responsibility to keep their own medicines;
- All medicines will be stored in their original container, together with the prescriber's instructions, showing the patient's name, date of prescription and expiry of medicine;
- First aiders will not administer any form of medication unless on the advice of the emergency services;
- EpiPens will only be used by the casualty, the first aider can assist them;
- A list of students who have EpiPens, inhalers, or who have diabetes will be found within the Porters lodge. The students are responsible for ensuring they have immediate access to their medication.

11. Blood-borne Diseases and Body Fluids

- There is a potential risk of biological hazards to anyone coming into contact with blood or body fluids (urine, faeces and vomit). In order to reduce the risk when dealing with spillages of blood or other body fluids the following control measures should be followed:
 - St Clare's has 'biohazard kits' available to deal with blood and body fluids. One biohazard kit should always be kept in the porters' lodge.

- Ensure that the immediate area is cordoned off to stop anyone coming into contact with the blood or body fluid
- Always use the gloves provided in the 'biohazard kit' before you start the clean-up and ensure you dispose of the gloves in the yellow biohazard waste disposal bag when you have finished the clean-up.

12. Disposal of Sharp Objects ('Sharps')

- Employees and first aiders must ensure the safe disposal of sharp instruments (e.g. blades/syringes/ needles regardless of whether or not they contaminated with blood or other body fluids).
- These objects must be placed in the marked rigid container found within the biohazard kit, always using the gloves provided
- A clearly marked used sharps box must be kept at the porter's lodge and disposed of as clinical waste, by a suitably authorised Contractor.