



AYLESBURY COLLEGE

First Aid Policy and Procedure

Responsible Officer:	Deputy Principal Corporate Services
Date:	September 2016
Review date	September 2017 (unless preceded by legislation)
Approved by:	Operational
Procedure available:	Shared Access Area and Intranet

1. Purpose and Scope

- 1.1 This document describes the procedures and necessary actions to be taken to ensure that the Aylesbury College will provide the necessary equipment and facilities to enable the appropriate level of first aid to be rendered to its employees, students and members of the public whilst undertaking Aylesbury College business and associated activities. The Health and Safety (First Aid) Regulations 1981 apply.
- 1.2 The scope will apply to all Aylesbury College premises, to shared or multi-occupied sites or business contracts where employees or students are authorised to work.

2. Definitions

First Aid: The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, using facilities and materials available at the time. First aid is defined by law as follows:

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury or illness until such help; is obtained; and
- Treatment of minor injuries that would otherwise receive no treatment or that do not need treatment by a medical practitioner or nurse.

First Aider: someone who has undertaken training appropriate to the circumstances. They must hold a valid certificate of competence in either:

- Emergency First Aid at Work (EFAW) – this training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.
- First Aid at Work (FAW) – this training includes the EFAW syllabus and also equips the first-aider to apply first aid to a range of specific injuries and illness.
- Any other level of training or qualification that is appropriate to the circumstances.

Appointed Person (AP): when an employer's first-aid needs assessment indicates that a first-aider is unnecessary, the minimum requirement is to appoint a person to take charge of first-aid arrangements. To fulfil their role, appointed persons do not need first-aid training – such persons are not first-aiders and so should not attempt to give first aid for which they have not been trained; appointed persons are trained in the procedures for calling for an ambulance or other professional help and looking after first aid equipment.

Assessment of Need: An assessment of the first aid needs appropriate to the circumstances of the workplace and the activities being carried out. The following factors are considered:

- The nature of all College activities – workplace hazards and risks (including specific hazards requiring special arrangements)
- The nature and distribution of employees
- The work patterns of our staff
- Holiday and other absences
- The needs of travelling, remote and lone workers

First Aid Materials, Equipment and Facilities: Materials, equipment and the facilities needed to ensure that the level of first aid cover identified as necessary will be available at all relevant times. This means ensuring that first aid equipment, suitably marked and easily accessible is available in all places where working conditions require it.

Safe disposal of contaminated materials and sharps - Guidance

- Safe disposal of blood, bodily fluids and materials which may be contaminated by these fluids must follow the HSE guidelines and be placed in Hazardous Waste bins.
- Safe disposal of contaminated sharps/razors must follow HSE guidelines and be placed in disposal containers (Sharps bins) approved to BS 7320:1990, immediately after use.
- Close the aperture to these containers when carrying or if left unsupervised, to prevent spillage or tampering.
- Lock the container when it is three-quarters full using the closure mechanism. Do not try to press sharps down to make more room.
- Keep all sharps and contaminated waste in a designated, secure area until it is collected.

3. Organisation and Responsibilities

3.1 Health and Safety Responsibilities

- 3.1.1 Senior Managers of the College are responsible for the implementation of this Procedure to ensure that the necessary first aid provisions are made within their areas of responsibility and the required management and monitoring strategies are in place and robust.
- 3.1.2 Managers are responsible for carrying out an Assessment of Needs, to cover their areas of responsibility and record and retain a copy of the findings of the assessment as evidence. This will also assist in the review process. To advise their Senior Managers of any short fall in the agreed levels of first aid cover. Promote and encourage suitable candidates to become First Aiders/Appointed Persons in order that the Aylesbury College can fulfil its obligations. Establish a safety management system to ensure the effective maintenance of the first aid system.
- 3.1.3 The Health & Safety and Sustainability Manager is responsible for the development and maintenance of this procedure and the provision of adequate training and instruction on the methods required for implementation. The management of first aid materials and stock control, for the replenishment of first aid boxes and equipment is shared with the Estates team.
- 3.1.4 The Health & Safety and Sustainability Manager is responsible for the formal appointment of first aiders and appointed persons, in conjunction with other members of the Senior Management Team. The Training Coordinator is responsible for maintaining records of comprehensive training and refresher training, together with the selection of an approved training provider, to deliver the necessary training.
- 3.1.5 First aiders are responsible for the administration of first aid in the event of an emergency and for calling an ambulance or other professional assistance, within the capabilities of their training. To complete relevant treatment reports for all patients and manage the contents of their allocated first aid boxes or equipment, if provided.

- 3.1.6 Appointed Persons are responsible for calling an ambulance or other professional assistance in the event of an emergency, to complete relevant reports and manage the contents of their allocated first aid boxes or equipment.
- 3.1.7 All Aylesbury College staff must be aware that first aiders will not administer any medication within the College. If persons have their own medications, for example an inhaler for asthma, the first-aider's role is limited to helping them to use it and contacting emergency services as appropriate. **Minor** injuries such as superficial cuts and abrasions may be dealt with by the member of staff responsible for the group however; any treatment should be **recorded** on an Accident Report.
- 3.1.8 First aiders must record all events requiring first aid on a College Accident Report and this must be passed on to the Health & Safety and Sustainability Manager.

4. Appointments

- 4.1 Formal appointments of 'First Aiders' and 'Appointed Persons' should be made on behalf of the Aylesbury College by the Human Resources Department, a certificate of training and appointment will be issued and will indicate an expiry date of no longer than 3 years. These formal appointments will be countersigned by the Senior Manager for whom the person works; this signature confirms competence and understanding of responsibilities.

5 Additional First Aid Measures

- 5.1 When the assessments of first aid requirements have been completed, the Aylesbury College will either provide or ensure materials, equipment and facilities are available, to facilitate the level of cover identified as necessary and will be available at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places, where working conditions require it. Particular attention will be paid to specific hazards associated with process safety such as food preparation, working with lead and other hazardous substances or materials.

6 Monitoring and Auditing of the First Aid System

- 6.1 The Senior Management Team of the Aylesbury College should monitor the first aid provisions on a programmed basis.
- 6.2 The Health & Safety and Sustainability Manager will carry out a formal audit of the system on an annual basis.

7 Collection of Pagers by First Aiders on First Aid Rota

A duty rota is held by reception staff, who will call first aiders on the rota, in turn, using a pager.

The pager must be collected from reception by the first aider on the morning they are scheduled to provide cover and be returned to reception at the end of the day. The pager should remain on at all times and all first-aiders must respond immediately.

A radio and mobile phone (if a mobile phone is required) should be collected from the Security Team. The radio can be muted during e.g. meetings, but the pager must remain on and responded to.

The mobile phone can be used to relay information to the emergency services. If first-aiders use any mobile phone to call the emergency services, they must also let Reception know that they have done so.

In the case of anything other than a minor injury or illness, the Duty Manager should also attend to offer support to the first-aider (see flow chart). First-aiders should ask Reception to call a Duty Manager if required.

8 General Information for First Aiders

Before any first-aiders are included on the rota, they should be in possession of a clear Enhanced DBS check.

They will also need to have completed a course in Emergency First Aid at Work or First Aid at Work, as provided by the College. These qualifications are valid for 3 years, but refreshers are available on request and are encouraged.

Rota days are arranged by mutual agreement with the first-aider, their line manager and the Health & Safety Manager.

First-aiders names will be added to the email group **AYL First Aiders**.

They will also be given read-only access to records of students with medical needs at:

T:\Admin Shared Areas\First Aiders and Duty Managers - Student Medical Information

Hardcopy records are also available at the Security Office and must be returned there after use.

The Reception staff have a list of all students who have these records and will notify the first-aider who is called if the student appears on the list, so that they can collect the folder and look at the medical details.

Accident Report forms are available from the Security Desk.

Periodic payments are made to all staff on the first-aid rota, administered by the Human Resources Department.

FIRST AID INCIDENTS

