

First Aid Procedure 2024-26

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1	First Aid Number changed at Amersham Campus	19/06/2019
2	Revisions to Amersham & Wycombe Information Clarity regarding administration of Epipens	04/09/2019
3	Revisions to include COVID19 Arrangements	25/06/2020
4	Annual review	09/01/2023
5	Review. Changing of duration of policy review and changed to be Procedure.	May 2024

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Purpose and Scope

This document describes the procedures and necessary actions to be taken to ensure that the Buckinghamshire College Group 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 the Group's business and associated activities. The Health and Safety (First Aid) Regulations 1981 apply.

The scope will apply to all Buckinghamshire College Group workplaces, to shared or multi-occupied sites or business contracts where employees or students are authorised to work.

Local arrangements, roles and responsibilities specific to campuses are contained in the appendices to this policy, otherwise the provisions in this policy apply.

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

Appointed Person (AP)

The Appointed Person does not need First Aid training to be in place and may not be a First Aider; however this person is appointed to look after the First Aid equipment and facilities. They will also be aware of the procedure for calling for an ambulance or other professional help in the event of a First Aid emergency and disseminate this information to other people in the organisation.

First Aiders can be contacted on:

Aylesbury – 01296 58(8567)

Amersham – 01494 58(5593)

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 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.

Organisation and Responsibilities

Managers of the Buckinghamshire College Group are responsible for the implementation of these arrangements to ensure that the necessary First Aid provisions are sufficient within their areas of responsibility, and that the required management and monitoring strategies are in place and robust. This will be evidenced on the department LOAD (Local Organisation and Arrangements Documentation).

Managers are responsible for carrying out a risk assessment of needs for staff and students in their departmental area, will provide the relevant Health & Safety Department with this information when requested. They will promote and encourage suitable candidates to become First Aiders in order that the Buckinghamshire College Group can fulfil its obligations.

The **Head of Estates and Health & Safety** is responsible for the organisation of First Aid provision, including supplying First Aid supplies and equipment in First Aid rooms and First Aid boxes. When the assessments of First Aid requirements have been completed, the Group will ensure materials, equipment and facilities are available to facilitate the level of cover identified as necessary. 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 machinery, or hazardous substances or materials, as identified by departments.

The **Health and Safety Manager** produces Duty Rotas using suitably trained staff and advise the Head of Estates and Health & Safety of any shortfalls in cover. On each campus, there will be at least one Duty First Aider on duty at all times when the premises are open. Where a Duty First Aider is unavailable for any reason, other staff who are suitably trained will be requested to attend. They are also responsible for completing the First Aid Payment spreadsheet which is sent to the Head of Health and Safety for approval.

The **Health & Safety Manager** is responsible for the formal appointment of First Aiders at their respective campuses. They are also responsible for maintaining comprehensive records of

training and refresher training, together with the selection of a training provider, to deliver the necessary training.

First Aiders will receive training commensurate with their First Aid duties. The level of training will be determined through the Assessments of Needs. First Aiders are responsible for the administration of First Aid in the event of an emergency within the capabilities of their training and for calling an ambulance or other professional assistance.

First Aiders will complete relevant accident treatment reports for all patients and submit these promptly to the relevant Health and Safety Manager or Officer. A First Aid Incidents Flowchart is incorporated into the Accident Report, for ease of reference.

First Aiders will manage the contents of their allocated First Aid boxes or equipment, if provided.

Security Staff will manage the contents of shared First Aid boxes or equipment and replenish contents, and maintain and test defibrillator equipment on a monthly basis using the first aid check sheet.

Human Resources will administer periodic payments to First Aiders for their duties.

Arrangements

On each campus, the duty First Aider will have either a pager, radio or mobile phone by which he/she can be contacted by reception.

An ambulance can be called directly by dialling 999 from any extension or mobile phone on the main campuses. When an ambulance is not indicated, but the First Aider judges that the casualty should not travel home independently, parents, guardians or another responsible person should be contacted to collect him/her. If the patient is under 18 there **must** be a responsible adult at home.

First Aiders must record all events requiring First Aid on an Accident Report form, completing all required details. **This is a legal requirement.** Completed Reports must be submitted to the relevant Health & Safety Manager.

A duty rota is held by reception staff, who will call First Aiders on the rota. If First Aider chooses to use 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 must remain on at all times and all First Aiders must respond immediately.

If First Aiders use any mobile phone to call the emergency services, they must let Reception know that they have done so.

In the case of anything other than a minor injury or illness, Specialist Support (consult Ready, Respectful, Safe training) should also attend to offer support to the First Aider, if required.

In the evenings and weekends, the Building Services Officer on duty will assume the responsibilities of First Aider.

Emergency First Aid contact numbers are published on the Intranet for each campus.

Medicine Administration

All Buckinghamshire College Group staff and students must be aware that First Aiders will not administer any medication within the College, except for **Epipens**. First Aiders may administer an Epipen if they are dealing with a life-threatening emergency in a casualty who has been prescribed and is in possession of an Epipen and where the First Aider is trained to use it.

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 a student/visitor group, however; any treatment must be **recorded** on an Accident Report.

Safe disposal of contaminated materials and sharps

- 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.

Students and Staff with Medical Needs

First Aiders will be given access to records of students and staff with medical needs, where this is considered appropriate to first aid treatment and where they have agreed this information can be shared.

Monitoring and Auditing of the First Aid System

The College Leadership Team of Buckinghamshire College Group will monitor the First Aid provisions on a programmed basis. This is achieved by them being provided with bi-monthly reports from the Health & Safety Manager and Officer.

The Health & Safety Manager and Officer will carry out a formal audit of the system in their respective areas on an annual basis.