



**Buckinghamshire
College Group**

All-Campus First-Aid Policy and Procedures 2018-2019

Author:	Health & Safety & Sustainability Manager
Policy Date:	September 2018
Review Date:	September 2019
Procedure available:	Intranet
Authorised by:	Executive

Contents

1	Purpose and Scope.....	3
2	Definitions	3
3	Organisation and Responsibilities	4
4	Appointments.....	5
6	Monitoring and Auditing of the First Aid System.....	5
7	Additional First-Aid Information	5
	Appendix A – Local Arrangements Specific to Amersham and Wycombe Campuses.....	6
	Appendix B – Local Arrangements Specific to Aylesbury Campus	7
	Appendix C – ALL-CAMPUS FIRST AID FLOWCHART.....	8

1 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.

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 – they are not first-aiders and should not attempt to give first aid for which they have not been trained; they 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 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.

3 Organisation and Responsibilities

Senior Managers of the Buckinghamshire College Group are responsible for the implementation of these arrangements to ensure that the necessary first-aid provisions are made within their areas of responsibility and that the required management and monitoring strategies are in place and robust. They will establish a safety management system to ensure the effective maintenance of the first aid system

Managers are responsible for carrying out an Assessment of Needs, to cover their areas of responsibility and will provide the relevant Health & Safety Department with this information. They will advise the Head of Estates & Health and Safety of any short-fall in the agreed levels of first-aid cover. They will promote and encourage suitable candidates to become First-Aiders in order that the Buckinghamshire College Group can fulfil its obligations.

When the assessments of first-aid requirements have been completed, Buckinghamshire College Group 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 machinery, lead and other hazardous substances or materials, as identified by departments.

Health & Safety Manager and Officer are responsible for the development and maintenance of this policy and the provision of adequate training and instruction on the methods required for implementation. They are responsible for the formal appointment of first-aiders. 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. They will complete relevant accident treatment reports for all patients and manage the contents of their allocated first aid boxes or equipment, if provided. They will receive periodic payment for their duties, administered by the Human Resources Department.

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 or Officer.

All Buckinghamshire College Group staff and students 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-aiders' 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.

4 Appointments

Formal appointments of 'First-Aiders' and 'Appointed Persons' will be made on behalf of the Group by the relevant Health & Safety Manager or Officer who will advise Human Resources Department, following completion of appropriate training. The certificate of training will indicate an expiry date of no longer than 3 years. Before any first-aiders are included on the rota, they must be in possession of a clear Enhanced DBS check.

6 Monitoring and Auditing of the First Aid System

The Senior Management Team of Buckinghamshire College Group should 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 Head of Estates & Health and Safety will carry out a formal audit of the system on an annual basis.

7 Additional First-Aid Information

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.

Appendix A – Local Arrangements Specific to Amersham and Wycombe Campuses

Procedures

- To summon first aid, contact Reception:

Amersham: dial 5327

Wycombe: dial 5403

Organisation

The Head of Estates and Health & Safety is responsible for the organisation of first-aid provision including maintaining first aid rotas, supplying first-aid supplies and equipment in first aid rooms and first aid boxes as and when the first aiders require it. Some of these responsibilities fall to the relevant Health & Safety Manager or Officer. On each campus, there will be at least one first-aider on duty at all times when the premises are open. After 17:00 hrs and at weekends, the Building Services Officer on duty will be the first-aider.

Communication

On each campus, the duty first-aider will have a mobile phone by which he/she can be contacted by reception or the duty manager.

Transport

An ambulance can be called directly by dialling 9-999 from any extension 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. College transport can only be used if there is an approved driver and second member of staff available. If the patient is under 18 there **must** be a responsible adult at home. Staff cannot use their own cars.

Records

In addition to recording all action taken in the Treatment Book kept in each first-aid room, an accident report form must also be completed and a copy sent to the Estates Manager without delay. Copies of accident report forms are kept in first-aid rooms or may be printed from the College intranet.

Appendix B – Local Arrangements Specific to Aylesbury Campus

Procedures

- To summon first aid, contact Reception:

Dial Extension 567

Procedures are as set out in the First Aid Incidents Flowchart, which is incorporated into the Aylesbury Campus Emergency Procedures (see Appendix C).

Organisation and Communication

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. First-aiders should ask Reception to call a Duty Manager if required.

In the evenings and weekends, the duty manager will assume the responsibilities of first-aider.

Records

An accident report form must be completed with all required details and given to the Health and Safety Manager without delay.

Students with Medical Needs

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

T:\Admin Shared Areas\First Aid Treatment Plans

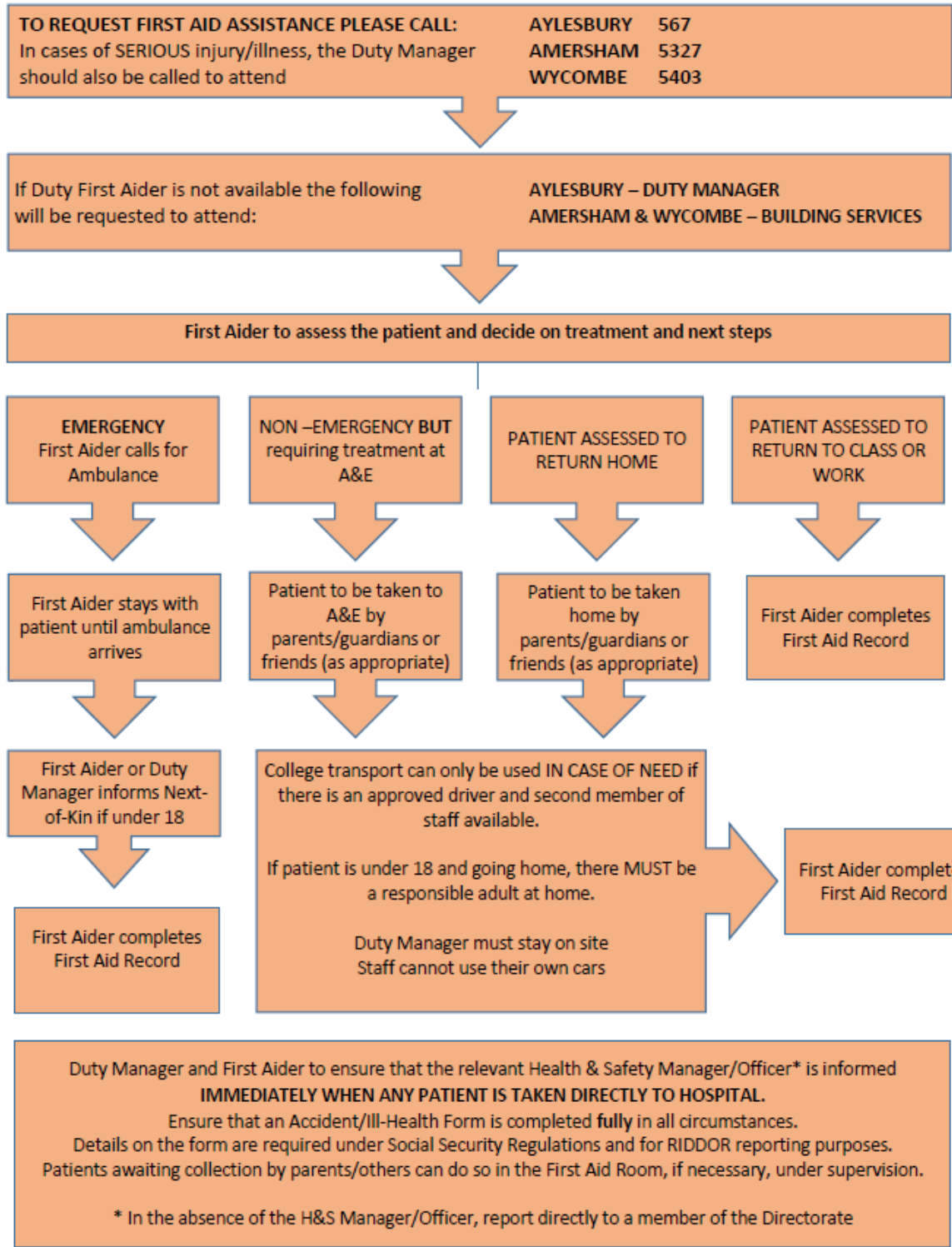
Hardcopy records are also available at the Security Office and must be returned there after use.

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.

Appendix C – ALL-CAMPUS FIRST AID FLOWCHART



FLOWCHART FOR FIRST AID INCIDENTS



Checklist:

Impact on Students/Staff:

Policy applies to all staff, students and other visitors

Impact on Diversity:

The requirement that staff do not suffer adverse health effects due work activities.

Impact on Health & Safety:

Fundamental to health and safety.

Impact on Data Protection/Freedom of Information:

Buckinghamshire College Group complies with the requirements of the Data Protection Act, which allows for disclosure of personal data where this is necessary to protect the vital interests of staff driving on company business.

Link with Strategic Plan:

Providing a safe workplace for staff.

Communication/Consultation Plan:

Intranet.

Process of review:

The policy is reviewed annually or when legislative or procedural changes occur.

Process of review of effectiveness:

The Governing Body is accountable for ensuring the Group has effective policies and procedures in place and monitoring the Group's compliance with them.

Legal authority:

This policy is based on:

The Health and Safety (First-Aid) Regulations 1981

With adherence to L74 Guidance on Regulations

Responsibility for maintaining this policy rests with:

Deputy Principal Corporate Services.

Links to other policies:

This Policy links with all Policies