

# Policy and Procedure 23



## FIRST AID AT WORK POLICY

### Introduction

Oaklands College will comply with the relevant legislation with regard to provision of first aid to all employees and to ensure best practice by extending the arrangements as far as reasonably practicable to students and others who may also be affected by our activities or injuries on College premises.

### Aims

To ensure that the college has adequate, safe and effective first aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury no matter how major or minor.

The College ensures that members of staff and students are made aware of first aid provisions and facilities, and are familiar with the procedures in place in the event of illness, accident or injury.

All staff are advised to dial 999 and call emergency services immediately when a student or member of staff has difficulty breathing; suffering significant blood loss quickly; loses consciousness, other than fainting; uses an EpiPen due to an anaphylactic reaction; sustains a suspected major fracture or for other emergency. **Staff are advised that anyone may make a call to the emergency services, it does not have to be a member of reception staff.**

The policy lays out the duties of the College and its first aiders and the procedures for fulfilling them.

### Legislation

The three pieces of legislation of specific relevance to first aid at work are:

#### The Health and Safety at Work Act 1974 (HSWA)

Section 2.1 of the HSWA requires employers to ensure, so far as is reasonably practicable, the health and Safety and welfare of employees whilst at work.

#### The Management of the Health and Safety at work regulations 1999(MHSW)

In order to implement the MHSW regulations "Every Employer shall make suitable and sufficient risk assessment of:

1. The risks to health and safety of his employees to which they are exposed whilst at work
2. The risks to ensure the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking"

#### The Health and Safety (First Aid) Regulations 1981

The Health and Safety (First Aid) regulations place a legal duty on employers to make adequate first aid provision for their employees, in case they become ill or injured at work.

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## Responsibility

All staff should ensure that they are familiar with the first aid procedures.

The Health and Safety Advisor will ensure that:

- The first aid policy and procedures are reviewed annually or more frequently if a need is identified.
- Suitable and sufficient risk assessment are carried out to ascertain first aid needs.
- First aiders are offered training to a competent standard, which includes refresher training.
- Audits are carried out periodically to ensure the effectiveness of first aid arrangements.
- Upon completion of first aid training the first aider's role is recorded on the Oaklands College first aid system.

First aid boxes should be kept fully stocked at all times and should be restocked immediately after use. Administrators and Technicians will ensure that the contents of First aid boxes are checked every month. This check should be recorded in the first aid box or on a check sheet kept beside the first aid box.

## Roles and Responsibilities of Duty First aiders

### General

- College Duty first aiders must have a valid first aid at work certificate or Emergency first aid at work certificate.
- Duty First aiders are responsible for the first aid radio and the first aid bag. The Health and Safety advisor will ensure the first aid bag is adequately supplied and within date.
- Departments are responsible for stocking their first aid boxes. Ensure that first aid boxes are adequately supplied, within date and checked monthly. These checks must be recorded on a check sheet or inside the first aid boxes.

### **First aid kits and contents**

First aid kit containers used within the College protect the first aid items from dust and damp and must only be stocked with items listed.

All new and re-stocked kits will be sealed either with tape or seals to enable easy recognition of used kits.

A white cross on a green background must identify all first aid kits.

### **First aid kits**

The college provides first aid kits compliant to BS8599 the minimum contents are listed below;

First Aid Guidance Leaflet	1	Roll of Adhesive Tape	1
Contents List	1	Nitrile Disposable gloves	6 pairs
Medium Dressings 12cm x 12cm	4	Finger Sterile Dressings	2
Large Dressings 18cm x 18cm	1	Resuscitation Face Shield	1

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Triangular Bandage	2	Foil Blanket 130cm x 210cm	1
Safety Pins	6	Burn Dressing	1
Eye Pad Sterile Dressing	2	Shears	1
Sterile Adhesive Dressings	40	Conforming Bandage	1
Saline Cleansing Wipes	20		

Individual curriculum areas may hold additional items to this list depending on accident history within the department /area. Clear Zip lock bags will be placed in each first aid box to collect student valuables. If the Student goes to hospital this bag must be taken with them. **Following all accidents first aid trained staff should ensure the first aid box used is restocked to ensure it is fully equipped when next needed.**

### Eye wash stations

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable kits should be provided. Once the seal has been broken the kits should not be kept for re-use. The kit should not be used after the expiry date.

### Restocking kits

The contents of first aid kits must be examined frequently and must be restocked as soon as possible after use. The facilities team will undertake a termly audit of the contents of the college first aid boxes and check for expired items. Care must be taken to ensure that items past their expiry date are disposed of. All first aid kits can be restocked in the first aid room at Welwyn Garden City and house 19 at St Albans Campus. Please contact the Health and Safety Advisor for further guidance if required.

- Report any incidents/accidents through the College accident reporting system <http://oaksmfserv01/sw/selfservice/portal.php>. Accident report training is available from the Health and Safety Advisor, contact [scott.rutherford@oaklands.ac.uk](mailto:scott.rutherford@oaklands.ac.uk)
- Please contact the Health and Safety Advisor to cease being a first aider and/ or when leaving the College.

### While treating a Casualty

- First aiders should respond to call-out immediately, assessing the situation quickly and safely and where appropriate summoning extra help. The injured person should be attended and treated as early as possible and appropriately, within the limitations of the training given at the College.
- First aiders can call reception and ask for medical information if a student falls ill to ascertain whether there are any pre-existing medical conditions. If a staff member falls ill, the first aider may have to contact HR. All medical information disclosed must be kept strictly private and confidential.
- First aiders must protect themselves, the injured persons and others at the scene from any possible dangers.

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- As far as reasonably practicable, prevent cross-infection between the first aider and the injured person, by wearing gloves and washing hands thoroughly before (if possible) and after treatment.
- Dispose of all first aid waste as per section below 'Disposal of Waste Arising from First Aid'

### Arrangements for First Aid

- In order to comply with legislation, the College will appoint a sufficient number of Duty first aiders at work (FAW) who are complemented by emergency first aiders at work (EFAW).
- All incidents/accidents must be reported through the Colleges accident reporting procedures. This can be found here <http://oaksmfserv01/sw/selfservice/portal.php>.

### First Aid Provision

First aiders are available Monday to Friday 8:30-17:00 including College vacation times. Any out of hours work taking place Duty first aider will then be passed to the Manager on duty or a member of facilities.

Where there are certain circumstances such as remoteness from emergency services example trips, working out of hours with hazardous substances or special events such as open evening, graduation, there may be a need to put in place special arrangements to meet requirements of First aid Regulations. These arrangements should be made in conjunction with the Health and Safety Advisor to ensure adequate first aid arrangements are made.

The number of first aiders that Facilities/Departments require will be determined by a first aid need analysis, taking into account the risk associated with the activities undertaken. This analysis will be carried out and held by the Health and Safety Advisor. The document will be reviewed annually, or as a result of a change in the type of activity; number of staff or an increase in the numbers of the accident reported. Please see Annex A.

First aiders are not able to provide professional medical treatment, provide diagnoses, dispense medicines or give medical oxygen.

### First Aid Procedures

#### Contacting a First Aider

In the event that a first aider is required:

Call reception and ask for a first aider Reception will there after radio the on site Duty first aider. The Duty first aiders rota will be shared with reception and the duty first aiders every Friday. The Health and Safety Advisor will be in charge of the rota.

#### Springfield Nurses

Springfield Nurses should not be called for non-emergency situations, for example putting a plaster on a student's knee. Springfield Nurses are there to help the Springfield student cohort. Springfield Nurses can only be used in an emergency for example, CPR to a staff member of Student.

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### First Aid Residential Department

As the residential department is a twenty-four-hour provision there are additional first aid facilities available to the residential department out of normal college hours. These include:

- All residential staff are first aid trained along with additional epi pen and defibrillator training
- Residential students and staff are notified by email on a Monday of each week who the weekly residential designated first aider is.
- The residential accommodation has its own fully equipped first aid box which is checked and re-stocked on a monthly basis.
- The residential department has its own defibrillator which is checked on a monthly basis.
- The residential department have access to bodily fluid spill kits.

There is an emergency accommodation room in the Homestead available to the residential department for out of hours use. This is equipped and large enough to hold a bed with enough space at the side for people to work, a desk or table, a chair and any necessary additional equipment and has washable surfaces and adequate heating, ventilation and lighting

The accommodation is kept clean, tidy and accessible and available for use at all times when residential employees are at work and is positioned as near as possible to a point of access for transport to hospital. The accommodation contains a sink with hot and cold running water drinking water and disposable cups, soap and paper towels, first aid materials, a couch with waterproof protection and clean pillows and blankets a chair and mobile telephone

### First aid Facilities

**First aid rooms in the college are located on the ground floor of West Block on the St. Albans Campus. Keys for first aid room can be collected at reception. The first aid room at Welwyn Garden City is located in AB115. AB115 is left open and does not require a key.**

They are:

- large enough to hold a couch with enough space at each side for people to work, a desk or table, a chair and any necessary additional equipment
- have washable surfaces and adequate heating, ventilation and lighting
- be kept clean, tidy and accessible and available for use at all times when employees are at work
- be positioned as near as possible to a point of access for transport to hospital

They are equipped with:

- a sink with hot and cold running water
- drinking water and disposable cups
- soap and paper towels
- a store for first aid materials
- foot operated refuse bins lined with disposable yellow clinical waste bags
- a couch with waterproof protection and clean pillows and blankets
- a chair

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- a telephone

### Contacting the Emergency Services

#### Procedure

The first aider will document each visit and treatment given, keeping details of time, the name of the student, the presenting complaint and how it is managed (these notes are to be logged into the accident report system). The accident report system can be found on the link below:

<http://oaksmfserve01/sw/selfservice/portal.php>

The first aider would make the decision to call an ambulance. Their training informs them to the point at which to call an ambulance always ensuring there is no delay.

Step 1. Dial 999 or 9-999 using an internal phone and ask for an ambulance. The following questions will be asked:

1. Casualty breathing?
2. The Location?
3. The phone number you are calling from?
4. What has happened?

At this point the ambulance will be on its way. Please call the reception to tell them about the accident. If you are unable to call please send a member of staff or student to reception. Please tell the staff member or student to come back so they can relay the information to the first aider. Reception should then inform facilities who will then assist and arrange access for the ambulance crew. Facilities or any members of staff can wear a Hi Vis vest to guide the ambulance to the location. Hi Vis vests can be found behind reception.

Step 2. Gather extra information if possible:

1. The patient's age, gender and any relevant medical conditions. This can be checked on the student's ILP. If it is a member of staff please contact HR
2. Please contact the parent/guardian immediately if it is a serious injury
3. Whether the patient is awake/ conscious, breathing and if there is any serious bleeding or chest pain
4. Details of the injury and how it happened

This extra information will make sure the appropriate help is provided. For example life threatening or serious situations the first emergency services person on the scene may be a paramedic. If a paramedic arrives at the scene, they will assess the patient's condition and make potentially lifesaving decisions about any treatment needed before the patient is transferred to hospital.

Step 3. Before the ambulance arrives, help can be provided by doing the following:

1. Stay with the patient
2. Call 999 again if the patient condition changes
3. Call reception again to let facilities know if the incident location changes.
4. Reception to inform Senior Management Team if it has been a serious accident/incident.

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5. Ask someone to look out for facilities and the ambulance to direct them to the incident location when they arrive.
6. If possible, write down the patient's GP details and collect any medication that they are taking.

For people suffering from chemical inhalation; ingestion; skin or eye contact, please ensure that the Safety Data Sheet accompanies the injured person to the hospital.

In the event that the injured person does not wish to go to hospital, this should be noted on the accident report form <http://oaksmfserv01/sw/selfservice/portal.php> .

Staff members using a mobile phone can use a free downloadable app called what3words that assigns each three square meters of the planet a unique 3 word address. This app can be used to pinpoint your location and summon help including emergency services quickly and accurately, particularly in rural locations. The app can be download from the link below:

<https://what3words.com/products/what3words-app/>

### Non- emergency cases

If the injured person requires medical attention, which is not considered to be an emergency the following options are available:

1. Referral to their local hospital
2. Referral to their General Practitioner
3. Referral to a local pharmacist

If the patient/Casualty requires transport. Please call the patients parents who make pick them up and take them to their nearest emergency service. If this is not possible a taxi may be required.

The following are examples when transportation to a medical facility via taxi may not be suitable:

1. Injured person contaminated with body fluids or likely to become contaminated en route e.g. blood, urine, faeces.
2. Injured person under the influence of alcohol or drugs where this may pose a risk to the taxi driver.
3. Injured person with mental health issues where this is likely to cause risk to the taxi driver.
4. Any vulnerable person where there may be safeguarding concerns.
5. Any injuries person under 18 unless accompanied by a parent or guardian. If the parent or guardian consents to a member of staff going with the person to hospital. The College can provide a taxi for the student and member of staff to go to hospital. Please contact a member of the Senior Management team for information.
6. Where an injured person refuses taxi transport.

In these instances, it would be more appropriate to call for an ambulance.

### Informing Parents

Parents need to be informed (whether there are any signs of injury or not) about the nature of the accident, any treatment provided. In the case of any injury the student parents will be telephoned and informed as soon as possible. The first aider will convey the nature to the student's illness and its severity to the parent/guardian and will ask the parent/guardian to collect the Student as soon as possible. If the parent agrees, an older student may be allowed to travel home by themselves if they

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are not too unwell. If the student requires removal to hospital this information must be relayed to the parents.

### **Students with Learning Difficulties, Disabilities, and 'At Risk' Students**

An At- Risk Register (of students who have serious illnesses or medical conditions which may affect their College activities) is compiled and regularly updated. Individual protocols are set up for students with serious illnesses or at risk of serious illnesses. Heads of Departments should communicate to all staff in their department, and any staff covering lessons should be aware of student's individual protocols for serious illnesses or at risk of serious illnesses.

For any student sitting an exam with a serious illness or at risk of serious illness, the invigilator should be aware of the students individual protocols and have their treatment plan ready in case of an emergency.

Students are expected to regularly update ILS with information regarding their condition, what treatment is required and when.

### **Staff with Medical Conditions**

It is important that HR office is informed of any significant medical conditions that affect teaching/ helping with the College, and that might require assistance. These may be long-term or short-term medical conditions.

Staff medication must be kept in a secure place whilst the member of staff is working for the College.

Leaders of outings must check with staff and students when writing the assessment if there are circumstances that may have to be taken into consideration.

### **Allergies**

Staff should be aware of student allergies. Having an allergic reaction can be life threatening. First aiders should receive training in how to recognise when a student is having an allergic reaction and how to deal with it.

Students who may require use of an EpiPen for severe allergic reactions are required to keep the medicine on their person at all times, in the College and off the premises. Students are expected to keep the College regularly updated as to their condition.

Leaders in charge of any trips away from the College premises has the responsibility of being acquainted with any specific medical needs of the students in their care, including having a knowledge of, for example students with asthma, and their need for inhalers, and students allergies, at risk of anaphylaxis.

Fully completed risk assessment identify students at risk on each trip. The risk assessment should identify which member of staff checks that students are carrying their medication and that it is in date.



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### Asthma

Inhalers for Asthma should be kept on the student person at all times.

### Administration of medicines

First aid at work does not include giving tablets or medicines to treat illnesses. Tablets and medicines must not be kept in first aid boxes. Except in exceptional circumstances, Oaklands College does not administer medicines.

### Needlestick Injuries

Needlestick injuries also known as SHARPS injuries are caused by cuts or skin punctures from items such as:

1. Needles
2. Razor blades
3. Sharp instruments

For needlestick injuries involving sharps which have been contaminated with human or animal body fluid or material that is believed to be infective, the injured person must attend the accident and emergency department as soon as possible. This should be within the first hour following exposure. This procedure must be followed if there is any uncertainty about whether the sharps were contaminated.

If sharps/contamination incident occurs outside of normal working hours then the member of staff should attend the accident and emergency department as soon as possible. A full accident record should be forwarded to the Health and Safety Advisor as soon as possible.

### Disposal of Waste Arising from First Aid

- All waste arising from the provision of first aid should be placed in a yellow clinical waste bag (these should be available in first aid boxes and can be ordered from the Health and Safety Advisor).
- For small amounts of clinical waste, please dispose of it in the medical waste bins (bins with yellow bags inside) Located in certain departments in the college. For the exact locations please speak to the Health and Safety Advisor.
- For large amounts of clinical waste, please contact Estates and Facilities department to arrange disposal of the clinical waste bag.
- For assistance with body fluid spills, please contact Estates and Facilities.
- Sharps must be disposed of safely and properly constructed sharps containers. For the exact locations please speak to the Health and Safety Advisor.
- For more information on the disposal of clinical waste, please see first aiders Hygiene procedures below:

### Procedures:

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1. When administering first aid ensure that any cuts and abrasion are covered with a waterproof dressing
2. Wash hands and wear latex-free, powder free disposable gloves.
3. After first aid has been administered collect the contaminated dressing into a yellow clinical waste bag. These should be available in the first aid boxes. The Health and Safety Advisor can provide these upon request.

### For Small Amounts of Spilled Bodily Fluids

4. Use disposable paper towels to absorb any spilled bodily fluids and wipe down any contaminated furnishings and flooring with anti-viral and anti-bacterial wipes. Please contact the Health and Advisor for the exact location.
5. Place used disposable towels and wipes into the yellow clinical waste bag.
6. Remove disposable gloves and apron and place into the clinical waste bag.

### For Large Amounts of Spilled Bodily Fluid

7. Cordon off the area and contact facilities, who will arrange for a qualified cleaner to clean and disinfect the area.

#### Spillage kits

Spillage kits are intended for cleaning up small spillages. They should be located close to first aid kits within buildings and alongside first aid kits in vehicles.

Special arrangements for decontamination of large spillages should be made as and when they occur contact the Facilities department.

#### Use of Automated External Defibrillators

Wall mounted cases to hold the defibrillator machines are now in place at St Albans and Welwyn Garden City Campus. The cases are recommended for our Zoll Machines and have an alarmed door. Oaklands College have 6 Zoll AED Plus defibrillator machines. Each machine has scissors, razor, face mask and spare Adult and Children Pads. The location of the machines are as follows:

1. St Albans reception- In case on wall.
2. Welwyn Garden City reception- In case on wall.
3. Discovery Centre, Sports Zone- Ground floor, in case on wall next to toilet opposite staircase.
4. Discovery Centre, Sports Zone- first floor, in case on wall next to toilet opposite staircase.
5. Discovery Centre, Springfield- Nurses room ground floor.
6. Homestead, Residential- First aid room

The Health and safety Officer as well as each department checks the Defibrillator at regular intervals.

#### Information and Training

Training is organised through Learning and Development Coordinator and the Health and Safety advisor.

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First aiders must undertake and pass either FAW or EFAW course and thereafter hold a valid certificate. A re-certification course must be undertaken every 3 years and commence prior to expiry of current certificate.

Refreshers workshops will be provided in-house to which first aiders are strongly recommended to attend. These workshops will run at the beginning of the term and at the end of each term. These workshops will be run by the Health and Safety Advisor.

Where required, additional specialist first aid training is available in the following areas:

1. Anaphylaxis Awareness and Epi-pen
2. Treatment of Hypothermia and Hyperthermia
3. Acid Attack
4. Paediatric First Aid
5. Allergies

If further information is required on the above training, Please contact the Health and Safety Advisor.

### Reporting

The college will keep records according to the Health and Safety Regulations.

The Health and Safety Advisor will fill in an accident report form for every serious or significant event accident that occurs on the College premises or during educational visits. Records should be kept for at least three years, or in the case of minor, until they are 21.

The College is legally required under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report the following to the Health and safety Executive.

#### Specified injuries to workers

- Fractures other than fingers, thumbs and toe
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which cover more than 10% of the body or cause significant damage to eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours
- Over-seven-day incapacitation of a worker

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Accident must be reported where they result in an employee person being away from work, or unable to perform their normal work duties, for more than seven days as a result of their injury.

### **Non-fatal accidents to non-workers (e.g. members of the public)**

Accidents to members of the public, or others who are not at work, must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances with the exception of sport related injuries/medical conditions.

### **Acid Attack**

Please see Acid Attack policy for more information on how to deal with an Acid Attack injury.

### **Mental Health First aiders**

Mental Health first aiders are provided for staff only. If you see a serious accident or incident and need to talk please contact one of our mental health first aiders. Please see link below:

<http://intranet.oaklands.ac.uk/FirstAid/SitePages/Home.aspx>

### **Record Keeping**

Upon completion of first aid training the first aider's role will be recorded on the College HR system.

### **Further advice**

Heads of Department should contact the Head of Estates and Facilities or the Health and Safety Advisor.

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Annex A



OAKLANDS COLLEGE

## Oaklands College - First Aid Risk Assessment

Department			
Location: Campus		Head of Department:	
Building / Room		Signature	
Name of Assessor:		Director of Curriculum	
Signature		Signature	
Date of Assessment:		Review Date:	

Based on the table on page 2

This curriculum area is graded as (please tick appropriate)

Low Risk	
High Risk	

Total staff and students

5	
5-25	
25-50	
50+	

Number of first aid staff required

First aid at Work	
Emergency aid at work	

Based on the risk factor number of students and staff do you currently have adequate First Aid Provision?

Yes		No further actions required
No		Department needs to either identify more staff to act as first aiders or work with neighbouring department to share first aid provision

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## OAKLANDS COLLEGE

### Oaklands College - First Aid Risk Assessment

1. From your risk assessment, what degree of hazard is associated with your work activities	2. How many staff & students do you have?	3. What first – aid personnel do you need?	4. What injuries and illnesses have previously occurred in your workplace?	5. Have you taken account of the factors below that may affect your first aid provision?
<p>Low Hazard.</p> <p>e.g. Business Studies ICT GCSE MMPA Early Years</p>	<p>Fewer than 25</p> <p>25 - 50</p> <p>More than 50</p>	<p>At least 1 EFAW trained first aider</p> <p>At least 1 FAW trained first aider</p> <p>At least 1 FAW trained first aider for every 100 employed (or part thereof)</p>	<ul style="list-style-type: none"> <li>• Ensure any injuries or illness that may occur can be dealt with by the first-aiders</li> <li>• Where first aiders are shown to be unnecessary, there is a possibility of an accident or sudden illness you may wish to consider qualified first aiders</li> </ul>	<ul style="list-style-type: none"> <li>• Inexperienced workers or students with disabilities or particular health problems</li> <li>• Premises spread out across buildings/floors</li> <li>• Planned or unplanned absences of first aid trained staff</li> <li>• Member of the public who visit college</li> <li>• Services provided outside core hours</li> </ul>
<p>Higher Hazard.</p> <p>e.g. Construction Sports Equine Animal Care Catering and Hospitality AFD Engineering</p>	<p>Fewer than 5</p> <p>5 - 50</p> <p>More than 50</p>	<p>At least 1 EFAW trained first aider</p> <p>At least 1 FAW trained first aider</p> <p>At least 1 FAW trained first aider for every 50 employed (or part thereof)</p>		