



100+ YEARS
TEACHING EXCELLENCE

First Aid at Work Policy February 2024

Bunn

First Aid at Work Policy

Contents

1.	Introduction	2
2.	Strategic Plan Objective and Themes Links.....	2
3.	Scope	2
4.	Monitoring Impact	3
5.	Legislation	3
6.	Responsibility	3
7.	First Aid Provision	4
8.	Administration of medicines	5
9.	Needlestick Injuries.....	5
10.	Disposal of Waste Arising from First Aid.....	5
11.	Informing Parents	5
12.	Students with Learning Difficulties, Disabilities, and 'At Risk' Students.....	5
13.	Information and Training	6
14.	Reporting.....	6
15.	Mental Health First aiders.....	6
16.	Further advice	6

1. Introduction

Oaklands College will comply with the relevant legislation with regard to provision of first aid to all students, staff and visitors.

2. Strategic Plan Objective and Themes Links

- 2.1 This policy links with the Theme of Happiness and Wellbeing, in that by providing First Aid to all we ensure that everyone is fit and healthy whilst in our environment which in turn creates a happy environment.
- 2.2 This policy links to the Strategic Plan Objective of Inclusive, Thriving Community. This aims to create an inclusive and healthy environment for all who are associated with Oaklands College.

3. Scope

- 3.1 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.

Reference	First Aid at Work Policy	Postholder Responsible for Review	Head of Health and Safety
Review Date	February 2024	Next Review Date	February 2025
Issuing Authority	H&S Committee / SMT	Primary Distribution	SMT/ Intranet

First Aid at Work Policy

- 3.2 The College ensures that members of staff and students are made aware of first aid provisions and facilities and are familiar with this policy and the First Aid at Work Procedure in place, in the event of illness, accident or injury.
- 3.3 All staff are advised to dial 999 and call emergency services immediately when a student or member of staff has difficulty breathing; is suffering significant blood loss quickly; loses consciousness, other than fainting; need to use 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.**

4. Monitoring Impact

All accidents, incidents and near misses must be reported through Top Desk and are monitored through the weekly reporting. This is also brought to the Health and Safety Committee to discuss any trending issues. If an Investigation is required, the Health and Safety Team will conduct this to resolve or reduce the risk.

5. Legislation

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

5.1 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.

5.2 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:

- a) The risks to health and safety of his employees to which they are exposed whilst at work; and
- b) 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".

5.3 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.

6. Responsibility

- 6.1 All staff should ensure that they are familiar with the first aid procedures.
- 6.2 The Head of Health and Safety will ensure that:

- The First Aid Policy is reviewed annually or more frequently if a need is identified.
- Suitable and sufficient risk assessments are carried out to ascertain first aid needs.

Reference	First Aid at Work Policy	Postholder Responsible for Review	Head of Health and Safety
Review Date	February 2024	Next Review Date	February 2025
Issuing Authority	H&S Committee / SMT	Primary Distribution	SMT/ Intranet

First Aid at Work Policy

- First Aiders are offered training to a competent standard, which include 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.

6.3 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.

6.4 Roles and responsibilities of Duty First Aiders

- College Duty first Aiders must have a valid First Aid at Work certificate or Emergency First Aid at Work certificate.
- Meet the requirements for the First Aid job description (stated within the First Aid at Work Procedure Appendix 1).
- Duty First Aiders are responsible for the first aid radio and the first aid bag. The Head of Health and Safety 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.

7. First Aid Provision

7.1 First Aiders are available Monday to Friday 08:30 - 17:00 including College holidays. Outside of these hours, SIA licensed security staff are available to cover the first aid rota.

7.2 Where available, higher risk departments will have embedded First Aiders (for example: technicians) who will deal with first aid incidents in the first instance. In all other cases, Duty Rota First Aiders will be available to attend an incident.

7.3 The First Aid Rota will work in the same way as the Duty Managers' Rota in that it will be split into morning and afternoon sessions, with First Aider will change over at 12:30 pm every day.

7.4 Where there are certain circumstances such as remoteness from emergency services, for 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 Head of Health and Safety to ensure adequate first aid arrangements are made.

7.5 The number of first aiders required will be determined by a First Aid Needs Assessment, considering the risk associated with the activities undertaken. This analysis will be carried out by the Head of Health and Safety. The document will be reviewed annually, or any change in the type of activity, number of staff or an increase in the numbers of the accident reported.

7.6 First Aiders are not able to provide professional medical treatment, provide a diagnosis, dispense medication, or give medical oxygen.

Reference	First Aid at Work Policy	Postholder Responsible for Review	Head of Health and Safety
Review Date	February 2024	Next Review Date	February 2025
Issuing Authority	H&S Committee / SMT	Primary Distribution	SMT/ Intranet

First Aid at Work Policy

8. 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.

9. Needlestick injuries

- 9.1 Needlestick injuries also known as SHARPS injuries are caused by cuts or skin punctures from items such as, needles, razor blades or other sharp instruments.
- 9.2 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.

10. 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 are available in first aid boxes and can be ordered from the Head of Health and Safety).
- 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 team.
- 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 team.

11. Informing parents

For students under the age of 18, parents or carers need to be informed (whether there are any signs of injury or not) about the nature of the accident and any treatment provided. In the case of any injury the student parents will be telephoned and informed as soon as possible.

12. Students with learning difficulties, disabilities, and 'At Risk' students

- 12.1 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. Curriculum Managers should communicate to all staff in their department, and any staff covering lessons should be aware of students' individual protocols for serious illnesses or at risk of serious illnesses.

Reference	First Aid at Work Policy	Postholder Responsible for Review	Head of Health and Safety
Review Date	February 2024	Next Review Date	February 2025
Issuing Authority	H&S Committee / SMT	Primary Distribution	SMT/ Intranet

First Aid at Work Policy

- 12.2 For any student sitting an exam with a serious illness or at risk of serious illness, the invigilator should be aware of the student's individual protocols and have their treatment plan ready in case of an emergency.
- 12.3 Students are expected to regularly update Additional Learning Support (ALS) with information regarding their condition, what treatment is required and when.

13. Information and Training

Training is organised through Learning and Development and the Head of Health and Safety. If further information is required on training, please contact the Head of Health and Safety or Staff Development.

14. Reporting

- 14.1 The College will keep records according to the Health and Safety Regulations.
- 14.2 The Head of Health and Safety 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.
- 14.3 The College is legally required under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report specific types of Injuries, Diseases and Dangerous occurrences these are listed within the First Aid at Work Procedure section 13, 13.1.
- 14.4 Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven days as a result of their injury.

15. 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:
<https://oaklandsacuk0.sharepoint.com/sites/StaffDevelopment/SitePages/Mental-Health-Peer-Supporters.aspx>

16. Further advice

Heads of Department should contact the Director of Estates and Facilities or the Head of Health and Safety Ash.bhardwaj@oaklands.ac.uk or Nathan.cockerell@oaklands.ac.uk

Reference	First Aid at Work Policy	Postholder Responsible for Review	Head of Health and Safety
Review Date	February 2024	Next Review Date	February 2025
Issuing Authority	H&S Committee / SMT	Primary Distribution	SMT/ Intranet