



FIRST AID AT WORK PROCEDURE

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Introduction

The Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of First Aid that employers have to address. Employers are required to:

- Carry out an assessment of first aid needs appropriate to the circumstances of each workplace
- Provide adequate numbers of qualified First Aiders or Appointed Persons throughout the organisation
- Maintain levels of competence of First Aiders and Appointed persons
- Provide adequate equipment for first aid treatment
- Provide adequate first aid rooms or other suitable areas for first aid treatment
- Record first aid treatment provided

First Aid Personnel

- **First Aiders** (First Aid at Work Qualified persons) act as the coordinator at all accidents/incidents
- **Appointed Persons** act in a primary role whilst a First Aider is en route or a casualty is being taken to a First Aider, then adopt a support role for the First Aider

First Aider Database

The First Aider database gives contact information for all company First Aiders.

Training of First Aid Personnel

All First Aiders and Appointed Persons must hold a valid certificate of competence, approved by the Health and Safety Executive (HSE), before taking up their duties as First Aiders. First aid certificates are only valid for three years, therefore the Health and Safety Advisor will ensure that appropriate records are kept regarding training of First Aiders.

Members of staff wishing to become First Aiders or Appointed Persons should speak to their Heads of Department, who will then liaise with the Senior Porter and Human Resources for a decision.

First Aid Containers

The required minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. Such a container should be provided in an easily accessible location. These are held in Reception, the main College Kitchen, Teachers' Room and the Housekeeping Team Leader's Office.



As a minimum, each first aid container should include the following:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages
- Safety pins
- Six medium-sized individually wrapped sterile unmediated wound dressings
- Two large sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves

The following additional items should be made available:

- One pair of scissors
- Adhesive tape
- Individually wrapped moist wipes
- One litre of sterile normal saline (0.9%) in a sealed, disposable container

Any items removed from any of the first aid kits must be reported to the Senior Porter as soon as possible so that the first aid kit can be replenished.

Vehicles Used For Transporting Passengers

First aid containers should be provided in all vehicles used for transporting passengers.

These should contain the following items:

- A leaflet giving general guidance on first aid
- Six individually wrapped sterile adhesive dressings
- One large sterile unmedicated dressing
- Two triangular bandages
- Safety pins
- Individually wrapped moist cleaning wipes
- One pair of disposable gloves

The contents of First Aid containers should be examined on a monthly basis to check for the correct quantities of items and for expiry dates, and restocked as appropriate. Heads of Department should allocate this responsibility to a suitable person. Any new stock required should be ordered via the Senior Porter.



First Aid Rooms

The purpose of First Aid rooms is to allow a suitable location for the delivery of first aid; the location is dependent on whether the student has a single or double occupancy room.

- Single occupancy room: the student will be treated in their own room
- Double occupancy room - the student will be moved for treatment to either:
 - A single room, if one is available
 - The staff flat, if available, accompanied by a Group Leader or Japanese teacher as appropriate

First Aid Notices

Suitable notices are displayed at key points around the premises, indicating how to contact First Aiders.

Records

All first aid incidents should be reported on the Accident/Incident Report Form in Reception. Normally the injured party will complete the form, but where this is not possible, the First Aider may do so on behalf of the injured party.

See SED 015 Health & Safety Policy for guidance on reporting near misses.

Guidance for accompanying persons to hospital

Introduction

The following provides guidance on what to do should a casualty require or seek hospital treatment as a result of an accident/incident or sudden bout of illness occurring on College premises.

Please note that this is for guidance purposes only, and does not constitute a formal set of rules or procedures. Each instance should be judged individually and is dependent on the circumstances.

Referral to Hospital

There are two types of referral, by:

- First Aider or other member of staff – where a First Aider or other member of staff recommends that the casualty goes to hospital for treatment
- Casualty – where the casualty decides that they should go to hospital for treatment or as a precautionary measure



No member of staff other than a First Aider should recommend that a casualty should go to hospital unless:

- The situation is, or appears to be, serious or life-threatening, and an ambulance is required (where this occurs, a First Aider should be called to the scene)
- There is no First Aider available (please note that a First Aider can be called 24 hours a day)

University students registered with the Medical Centre can be referred there, and there is also a 24 hour nursing service available at Keynes College, accessible via the University Campus Watch.

Other than precautionary referrals, should a member of staff refer a student to hospital following an accident/incident, the accident must be reported to the HSE as soon as possible. Please inform the Health and Safety Advisor (Senior Porter) so that a report can be made.

Please see SED 022 Company Vehicle Procedures for guidance about members of staff transporting students in vehicles.

If a member of staff needs to attend hospital, there may be no need to contact the HSE unless the staff member stays in hospital more than 24 hours. This also depends on the nature of the incident.

Transport to Hospital

Where the injury/illnesses appears serious enough to require an ambulance, one should be called. Although a First Aider should always be called in this situation, it is not necessary to await the arrival of a First Aider before calling an ambulance.

Should an injury/incident not be serious enough to require an ambulance, the journey should be made by car. If the injured party can arrange for their own transport (e.g. have a friend drive them), this is the most desirable option.

Staff may offer to use their own car to drive the injured party to hospital. In these circumstances it is preferable if the member of staff is of the same gender as the injured party. In addition, staff should ensure that their car insurance policy covers such journeys. Please see SED 022 Company Vehicle Procedures for guidance about members of staff transporting students in vehicles.

Where the above transport is not available, and the situation does not require an ambulance but the First Aider is of the definite opinion that the casualty should go to hospital, a taxi may be called. The cost may be reclaimed through the Petty Cash procedure.



Accompanying a Person to Hospital

Where an ambulance has been called, a member of staff should, if possible, accompany the casualty to hospital in the ambulance. It is recognised that this will not always be possible, especially outside normal working hours where there may be very few staff available on site.

Where a casualty is driven to hospital by a member of staff, that member of staff will be deemed to have accompanied them. Depending on the severity of the injury or illness, it might not be necessary for a member of staff to accompany the casualty to hospital if the casualty has arranged their own transport. Please see SED 022 Company Vehicle Procedures for guidance about members of staff transporting students in vehicles.

Upon arrival at the hospital, the accompanying member of staff should report to the Accident and Emergency reception with the casualty. It is not necessary for the accompanying member of staff to remain at the hospital with the casualty, however, the accompanying member of staff may wish to provide the casualty with a telephone number to ring in order to arrange transport from the hospital. In addition, the accompanying member of staff might also offer to call someone on behalf of the casualty to inform them of the situation.

All expenditure incurred by a member of staff accompanying an injured person should be reimbursed through the Petty Cash procedure.

Reporting and Follow Up

The Operations Manager should be informed at the earliest opportunity of all instances where a member of staff or a student is taken to hospital in an ambulance. Depending on the severity of the injury or illness and other relevant factors, the Operations Manager or appointed representative may decide to contact the casualty's Emergency Contact to apprise them of the situation.

Following an accident/incident, the casualty should ensure that accident forms have been completed and distributed as appropriate. An investigation of the incident should also be conducted. The nature and depth of the investigation will depend on the nature and severity of the accident/incident. Please contact the Operations Manager for advice.

Please see SED 015 Health & Safety Policy Statement for guidance on near misses.

Should the casualty be unable to return to work/study the next working day, an appropriate senior member of staff should attempt to make contact with the casualty to ascertain the casualty's condition.

One Page Guide

As first aid is so important within the workplace, a One Page Guide (Annex A) has been produced to highlight the important aspects of this document. It is the responsibility of Heads of Department to distribute to all staff and students as a reminder of what is to be done in the event of an accident or incident.



Annex A: First Aid at Work Procedure One Page Guide

On site

- In the event of an accident at work, teachers, staff and students should locate the nearest First Aider (lists of current First Aiders are displayed in key areas, including the teachers' workroom). They should summon the help of another member of staff to get help rather than leave the injured person unattended, wherever possible
- First aid boxes are located in Reception, the top corridor of Education block C, main kitchen and Housekeeping Team Leader's office. In the case of a heart attack or respiratory failure, defibrillators are kept near Reception (Education block A) and Education block C top corridor
- Reception should always be informed of an accident as soon as possible
- If there is any doubt as to the severity of an accident, the First Aider's decision must override the opinion of any other member of staff. An ambulance should be called in cases where there is a possibility that an accident requires professional treatment
- The Duty Porter must write a report of the accident/incident as soon as possible, with witness accounts where relevant
- Heads of Departments should be informed of accidents or serious illness as soon as possible
- If the accident/incident involves a student, they should be accompanied to hospital by an appropriate member of staff who will be able to help with translation
- If the accident is serious and occurs outside normal working hours, alert the Shumei representative or Course Director (as appropriate), a member of the Senior Management Team, DSL (Designated Safeguarding Lead) and Health and Safety Advisor or the Health and Safety Manager
- If an individual has to go to hospital, the Duty Warden will initially accompany the student until other help arrives. In case of a serious accident or injury, staff medical records, normally held in sealed envelopes, can be obtained from the Duty Porter

Off site

- If an accident/incident occurs off site, an accompanying teacher should inform Reception. The Duty Porter will complete an incident report and inform the Shumei representative or Course Director (as appropriate), a member of the Senior Management Team, DSL (Designated Safeguarding Lead) and Health and Safety Advisor or the Health and Safety Manager
- Coaches and minibuses must carry first aid kits
- A teacher should stay with an injured or sick student while a colleague summons help, if at all possible
- In case of a minor accident, a student or member of staff should be accompanied back to the College, and not left to take a taxi or public transport unaccompanied. Please see SED 022 Company Vehicle Procedures for guidance about members of staff transporting students in vehicles
- If there is any doubt as to the severity of an accident, an ambulance should be summoned



Use of First Aid Kits

- Any use of materials from first aid kits should be recorded
- First aiders within a department should check that there are sufficient levels and report to the Senior Porter to replenish stocks, if required