

First Aid Policy

December 2018

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Version Control History

| Version Number | Date of Change | Summary of Revisions Made |
|-----------------------|-----------------------|---|
| 1 | May 2014 | Published 25 June 2014 due to delay in receiving info from CMT status (June key messages). |
| 1.1 | July 2016 | Footer updated to reflect new template model. Addition of Sector Manager Role. |
| 1.2 | May 2017 | Changes made to the scope as the author felt the original scope didn't reflect current legislation. Changes to some of the definitions – author felt they needed to be more explicit. Key principles now includes 'how the College will select individuals to become first aiders' this has been included to ensure that if the college requires additional first aiders then certain criteria has to be met. Slight changes to responsibilities – one key change is to employees' responsibilities to attend training deemed necessary. |
| 1.3 | December 2018 | Change of role to Quality Manager, change of owner and lead author and lead editor. |
| 1.4 | December 2018 | Add as para 3.4.3 – All First Aid trained personnel shall attend an annual in-house first aid refresher training period to maintain core skills. Period of training to last no less than 3 hours. |

First Aid Policy

1 Purpose

- 1.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.
- 1.2 The purpose of this policy is to set out the measures required by the College to ensure compliance with the Health and Safety (First Aid) Regulations 1981.

2 Scope

- 2.1 This policy applies to all employees, students and visitors including contractors.
 - 2.11 The Regulations do not oblige employers to provide for first aid to the public; but, if the public is an integral part of the environment, the HSE strongly encourages employers to include them in the overall assessment and provision. This consideration applies to students in relation to activities under the control of the College.
- 2.2 It applies to the main campus, the Learning Centres, AST, the Residences and off-site activities eg field trips.
- 2.3 It specifies responsibilities for:
 - Reporting of incidents requiring first aid.
 - Provision of first aid.

3 Definitions

3.1 First Aid

First Aid is the immediate care given to an ill or injured person until more advanced care arrives or the person recovers. Its aim is to preserve life, promote recovery and prevent further injury of the affected person/s.

It may cover:

- Cases where a person needs help from a medical practitioner or treatment from a nurse, where the purpose of First Aid is to preserve life and minimise injury until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

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It does not cover:

- Counselling of staff, students or visitors that seek first aid assistance.
- Administering of tablets, medications or other medical interventions to treat illness. Some people carry their own medication that has been prescribed by their doctor (eg an inhaler for asthma), if an individual needs to take their own prescribed medication in an emergency, the first-aider's role is generally limited to contacting the emergency services as appropriate and if required.

3.2 First Aider

A First Aider is someone who:

- Has attended a recognised training course on First Aid, and/or
- Holds a current First Aid certificate issued by an approved first aid training provider.

No one may be deemed a First Aider unless they have attended and passed an approved First Aid course either emergency first aid at work (EFAW) or first aid at work (FAW), or are a health professional that can demonstrate current knowledge and skills in first aid. The training and experience of the following qualify them to administer first aid in the workplace without the need to hold a FAW or EFAW or equivalent qualification:

- Doctors registered and licensed with the General Medical Council;
- Nurses registered with the Nursing and Midwifery Council;
- Paramedics registered with the Health and Care Professions Council.

3.3 First Aid Room

A first aid room is a room in an establishment (eg a college, factory, sports venue or airport) to which someone who is injured or taken ill on the premises can be taken for first aid and/or to await the arrival of professional emergency medical services.

The College has 3 designated first aid rooms, one in the Brahan Building, one in the Goodlyburn Building and one in the Academy of Sport and Wellbeing.

3.4 Approved and Recognised First Aid Training

3.4.1 First Aid at Work successfully completed and certificate awarded – 3 full days. To maintain the certificate a refresher course must be attended within 3 years of the certificate date being awarded – 2 full days.

3.4.2 Emergency First Aid at Work successfully completed and certificate awarded – 1 day. To maintain the certificate the course must be re-attended within 3 years of the certificate date being awarded.

3.4.3 All First Aid trained personnel shall attend an annual in-house first aid refresher training period to maintain core skills. Period of training to last no less than 3 hours.

4 Key Principles

The College will

- 4.1 Provide sufficient numbers of trained first aiders to support staff, students and visitors by carrying out a first aid needs assessment.
- 4.2 When selecting someone to take up the role of a first-aider, take into account the following factors: An individual's
 - Reliability, disposition and communication skills;
 - Aptitude and ability to absorb new knowledge and learn new skills;
 - Ability to cope with stressful and physically demanding emergency procedures;
 - Normal duties, which should be such that they may be able to respond immediately and rapidly to an emergency.
- 4.3 Ensure impartial first aid is provided and available to all.
- 4.4 Record all occasions when first aid is administered to employees, students and visitors.
- 4.5 Provide appropriate equipment, facilities and materials to carry out first aid treatment.
- 4.6 Make arrangements to provide training to employees, maintain a record of that training and review annually.
- 4.7 Establish a procedure for managing accidents on College premises which require First Aid treatment.
- 4.8 Ensure that there are procedures in place to report, record and where appropriate investigate all accidents.
- 4.9 Provide information to employees, students and visitors on the arrangements for First Aid.
- 4.10 Not store medicines etc in the first aid kits/rooms.

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5 Responsibilities

The organisational structure for the implementation and management of the College's statutory health and safety duties is described in detail in the Health and Safety Policy.

General duties for First Aid remain the same, but additional or specific duties relating to this policy are detailed below.

5.1 Head of Human Resources and Organisational Development

It is the responsibility of the Head of Human Resources and Organisational Development to review and update this policy and ensure an Equality Impact Assessment is carried out on this policy.

5.2 Managers

It is the responsibility of College Managers to:

- Bring this policy to the attention of staff they line manage.
- Ensure that any accidents that are brought to their attention are reported to the Health, Safety and Wellbeing Advisor using the College accident report form.
- Bring to the attention of the Health, Safety and Wellbeing Advisor any shortcomings in first aid provision in areas under their control.

5.3 Human Resources

It is the responsibility of Human Resources staff to:

- Refer staff to Occupational Health after a work related accident as required.

5.4 Employees

It is the responsibility of each employee to:

- Ensure that first aid requirements are included in risk assessments when organising 'Off Site' activities.
- Ensure adequate first aid supplies are taken on all 'Off Site' activities, this includes ensuring a first aid kit is carried on College owned or leased minibuses.
- Seek first aid assistance as early as possible when required.

- Complete the College accident form in the event of an accident occurring and/or receiving first aid treatment or if unable to do so arrange for a colleague to complete on their behalf.
- Attend training deemed necessary to ensure the welfare and safety of staff, students and visitors.
- Seek support from their Manager, Health, Safety and Wellbeing Advisor, Human Resources or Trade Union representative as required.

5.5 Students

It is the responsibility of each student to:

- Bring to the attention of their Personal Academic Tutor incidences when they have received or required first aid treatment/assistance in college or during an off-site activity.

5.6 Health, Safety and Wellbeing Advisor

The Health, Safety and Wellbeing Advisor will:

- In conjunction with the HR Team to ensure that College First Aiders hold a current first aid certificate.
- Determine the level of first aid provision required by the College.
- Ensure that first aiders are supplied with first aid kits.
- Ensure that there are adequate first aid supplies available at the College.
- Keep records of reported accidents and first aid treatments and report these to SMT and Health and Safety Committee as appropriate.
- Advise individual managers/lecturers in relation to specific first aid requirements ie field trips and high risk areas such as laboratories, workshops.

5.7 First Aiders

First Aiders will:

- First establish that the casualty is willing to accept first aid treatment (if the casualty is unable to communicate eg unconscious, then treat the casualty as per training).
- Provide first aid as required and in accordance with their First Aid training.

- Ensure their first aid kits are adequately stocked and replenished as necessary.
- Report any accidents and first aid treatments using the College accident report form to the Health, Safety and Wellbeing Advisor, using the form as an accurate record of the first aid they administered.
- Be responsible for requesting ambulance attendance as necessary, **Note:** An ambulance should be called even if the casualty refuses.
- Arrange for transportation of a casualty to hospital by taxi if an ambulance is not necessary, and ensure an appropriate person accompanies the casualty.
- Notify relevant Head of Curriculum and Sector Manager/Subject Leader if a student is taken to hospital or the Line Manager if a member of staff is taken to hospital.

5.8 Quality Manager

Quality approval check of this Policy is the responsibility of the Head of Quality who will arrange for the Policy to be posted on the web.

6 Linked Policies/Related Documents

6.1 Health and Safety Policy

7 Relevant Legislation

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

The Health and Safety (First Aid) Regulations 1981

Safety Signs and Signals Regulations 1996 (for first aid signage and boxes)

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