



Policy approved & adopted by	Head of College
Date	01/09/2020
Review cycle	Annual
Reviewed	01/09/2023
Next Review	01/09/2024

FIRST AID POLICY

It is our policy to ensure that appropriate first aid arrangements are in place for our learners, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal college hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

Legal duty

Our duty to provide first aid at work is governed by the **Health and Safety (First Aid) Regulations 1981**. These regulations require us to provide adequate and appropriate first aid equipment, facilities and people to ensure everyone can be given immediate help if they are injured or taken ill.

What is 'adequate and appropriate' is determined by carrying out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our college.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Type of college
- Size of college
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

It is important to remember that accidents and illness can happen at any time. Provision for first aid needs to be available at all times while people are on college premises, and also off the premises whilst on college visits (*First aid provision for off-site activities should consider first aiders accompanying the learners off-site and ensuring adequate first aid provision is available on site.*)

Travelling first aid containers:

Before undertaking any off-site activities, the Directors committee and Head of College should assess what level of first aid provision is needed. The HSE recommend that, where there is no specific risk identified, a MINIMUM stock of first aid items for travelling first aid containers is:

- *A leaflet giving general advice in first aid*
- *6 Individually wrapped sterile adhesive dressings*
- *1 large sterile unmedicated wound dressing approximately 18cm x 18cm*
- *2 triangular bandages*
- *2 safety pins*
- *Individually wrapped moist cleansing wipes*
- *1 pair of disposable gloves*

Additional items may be necessary for specialised activities.

Public service vehicles:

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first aid container with the following items:

- *10 antiseptic wipes, foil packaged*
- *1 conforming disposable bandage (not less than 7.5cms wide)*
- *2 triangular bandages*
- *1 packet of 24 assorted adhesive dressings*
- *3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)*
- *2 sterile eye pads, with attachments*
- *12 assorted safety pins*
- *1 pair of rustless blunt end scissors*

The first aid containers shall be: maintained in a good condition, suitable for the purpose of keeping the items referred to above in a good condition, readily available for use and also prominently marked as the first aid container.

The H & S Director and Head of College regularly review the college's first aid needs and ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

College generally falls in the lower risk category.

First Aid Accommodation

In accordance with The Education (School Premises) Regulations 1996, college have designated a suitable room that may be used for medical treatment when required, and for the care of learners during college hours. The room has a washbasin and access to a WC is available though is not used solely for the purpose of medical treatment.

Providing Information

The Head of College must inform all staff of the first aid arrangements. The first aid policy is distributed during induction and includes the location of equipment, facilities and first aid personnel. A simple method of keeping staff and learners informed is by displaying first aid notices within college. The information is clear to enable it to be easily understood. Notices are displayed in a prominent place and there are at least one in each building as the college operates within different buildings.

First Aid Personnel

A first-aider is someone who has done training appropriate to the level identified in the risk assessment. This may be:

- First aid at work (FAW) or
- Emergency first aid at work (EFAW) or
- Some other first aid training appropriate to the particular circumstances of our workplace.

The findings of our risk assessment identifies what first aid training is needed. Other appropriate levels of training may have specialist or additional content appropriate to our particular circumstances.

It is the policy of Tor View School from where college staff are seconded, to train all teachers, TA3s and TA2s in basic first aid (First Aid 1-day course) so that they can administer first aid to learners. A basic first aid qualification is also a requirement for staff administering/ witnessing the administration of medicine; carrying out medical procedures e.g. tube feeding; undertaking Advanced Team Teach. Level 1 TAs are not required to deliver medical or first aid interventions.

In line with the risk assessment staff are also trained to provide first aid to colleagues as required. Currently our risk assessment indicates a need for an appointed person.

A list of all staff qualified to administer First Aid is displayed within college.

Members of the Senior Management Team are trained in Basic Life Support and Automated External Defibrillation.

College have assigned a member of staff to manage first aid resources.

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary, including directing someone to call an ambulance as required.
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting and recording details of any treatment provided.
- Reporting/ replacing items missing from first aid boxes

Reporting

Statutory requirements:

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to HSE. At Valley College we have a flow chart to enable us to determine when an incident needs reporting for learners and staff. Valley College keep records of reportable injury, disease or dangerous occurrence, which includes the date, the method of reporting, time and place of event, personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to the HSE if they injure either a Tor View employee (seconded to work within Valley College) during an activity connected to work, or self-employed people while working on premises:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including as a result of physical violence)

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. This must be followed up within ten days with a written report on Form 2508.

Any accident that happens to learners or visitors must be reported to the HSE on Form 2508 if:

- The person involved is killed or is taken from the site of the accident to hospital and:
- The accident arises out of or in connection with work.

(Just like fatal major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up with ten days on Form 2508.)

In HSE's view an accident must be reported if it relates to:

1. Any college activity both on and off the premises
2. The way a college activity has been organised and managed (e.g. the supervision of the activity/educational visit)
3. Equipment, machinery or substances
4. The design or condition of the premises

All accidents are recorded and readily accessible either in electronic or written form. These records are kept for a **minimum of 3 years**.

As a college we keep records of any first aid treatment given by first aiders and appointed persons and these records include:

- The date, time and place of incident
- The name and (class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of the first aider or person dealing with the incident

The information in this record book can help the college identify accidents trends and possible areas for improvement in the control of health and safety issues. The record book is discussed weekly within Senior Management Meetings.

It may also be used as a reference in future first aid needs assessments and be helpful for insurance or investigative purposes.

Procedures

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the college premises has been taken ill, or has had an accident, call upon a first aid trained member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice, if appropriate

Where a learner is involved provide immediate first aid/ care and instruct a teaching member of staff to contact the advocate. Do not delay in calling for an ambulance in order to contact advocates. Ideally, an ambulance can be called and an advocate informed at the same time ie with 2 members of staff making phone calls.

In an emergency the lecturer in charge should have procedures in place for contacting the learner's named contact as soon as possible. It is also good practice to report all serious or significant incidents to the advocate with a letter of phone call, unless the learner has expressed otherwise.

- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment or understocked first aid boxes must be reported to the staff responsible. (see staff responsibility list)
- All staff on visits out of college are expected to carry a first aid kit with them at all times.

Visitors/ Contractors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

Learners with Medical Needs

For learners who have medical equipment specific to a health need eg. epipens, inhalers the protocol is included or appended to their Life Skills Planner. The Adult Learning Disability Service manages college medical care plans and a referral to the service is necessary.

Staff Training

All staff undertaking first aid duties will receive full training in accordance with current legal requirements.

First-aid training is selected and delivered by an appropriate training provider to ensure they meet the standards in a number of areas and demonstrate that they:

- Are competent to deliver first aid training
- Have qualified trainers
- Teach relevant course material in the correct way
- Have the necessary quality assurance systems in place

First aid at work certificates are only valid for three years. College/college should arrange refresher training and retesting of competence before the certificates expire. College/college keep a record of first aiders and certification dates.

Information for Employees

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single use disposable gloves and hand washing facilities, and should take care when dealing with blood or other bodily fluids and disposing of dressing and equipment.

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff as part of the induction.

Information on the current first-aider/appointed person will be provided on staff notice boards.

First Aid boxes can be found in a number of areas within college and also the Ewood Further Education campus.

A **defibrillator** is located in the Ewood reception office. Senior staff are trained in using the defibrillator.

APPENDIX A

First Aid Boxes

There is no mandatory list of items to put in a first aid box. It depends on what you assess your needs to be. As a guide, where work activities involve low-level hazards, a minimum stock of first-aid items would be:

- A leaflet giving general guidance on first aid (eg: HSE's leaflet '*Basic advice on first aid at work*')
- 20 individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 2 large individually wrapped, sterile, un-medicated wound dressings
- At least 3 pairs of disposable gloves

This is a suggested list only and the contents of any first aid kit should reflect the outcome of your first aid risk assessment.

Tablets and medicines are NOT kept in first aid boxes.

Audit responsibility of first aid boxes

Size	Person responsible	Location
Travel	HS	Main Valley College office
Travel	HS	Main Valley College office
Medium	HS	Main Valley College office
Small	TV	Flat
Travel	CH	Valley College Minibus
DeFib	KS	Ewood Reception
Medium	TV	Ewood FE staff room
Small	TV	Ewood teaching kitchen
Small	Café manager	Garage Café