

## Katherine & King's College of London

### FIRST AID AT WORK POLICY

#### 1. Introduction

The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of first aid which the College, as an employer, must provide. This policy has been prepared to assist the College in ensuring that it remains compliant with the Regulations.

This First Aid Policy covers the arrangements that are in place to ensure that appropriate first aid provision is available throughout the College, across all its sites, activities and events.

#### 2. Duty to make first aid provision

The First Aid at Work Regulations place a duty on the College to make provision for first aid by:

- Ensuring there is adequate and appropriate equipment and facilities to provide first aid to employees (and non-employees) who become injured or ill at work;
- Ensuring that there are a sufficient number of 'suitable persons' able to administer first aid if employees (and non-employees) become injured or ill at work.

#### 3. Definition of First Aid

The Joint First Aid Manual (British Red Cross, St. John's Ambulance and St. Andrews Ambulance) 8th edition published by Dorling Kindersley, provides the following definition of first aid:

*'First aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.'*

Accordingly, College staff administering first aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty on to medical staff as quickly as possible.

#### 4. First Aid Assessment of Need

To ensure the availability of appropriate first aid provision, the management will conduct an assessment of need for first aid requirements. This assessment will be conducted in accordance with the guidance published by the Health and Safety Executive (HSE) and will ensure that appropriate first aid personnel and equipment are available to:

- Give immediate attention to an employee, student or visitor suffering from common injuries and illness and those likely to arise from specific hazards at work;
- Call an ambulance or other professional help as required.
- The amount of first aid equipment and trained personnel necessary will depend on the circumstances of each situation/location. In carrying out an assessment of first aid need, the management will determine the level of equipment and personnel necessary in each College building or particular operational circumstance.
- First aid provision must be based upon the risk assessments appropriate to the activities in any given area of the College. As the activities undertaken throughout the College vary from building to building, a separate assessment of first aid need will be required for each area/activity and re-assessed when there is any change in the building/locations use or programme.

Appendix 1 provides guidance on the number and level of first aid trained personnel required in each different situation based on the Health and Safety Executive's publication First Aid at Work, The Health and Safety (First-Aid) Regulations 1981, Approved Code of Practice and Guidance, L74.

## 5. First Aid Officers and 'Appointed Persons'.

A 'suitable person' to administer first aid can be either a First Aid Officer or an 'Appointed Person'. The College will seek to provide First Aid Officers whenever possible, but Appointed Persons may provide first aid cover in special circumstances e.g. offsite activities and field trips. Definitions and training requirements of First Aid Officers and Appointed persons are outlined below:-

### First Aid Officers

A First Aid Officer is a person who has undertaken training and achieved a qualification in 'First Aid at Work' approved by the HSE. All College First Aid Officers must be able and willing to attend any emergency immediately. The selection of First Aid Officers should take into consideration the individual's ability to cope with stressful and physically demanding circumstances. College First Aid Officers will be entitled to an honoraria, paid monthly, to cover their additional responsibilities.

### Appointed Persons

The Health and Safety Executive define an 'Appointed Person' as follows;- "When an employer's first aid needs assessment identifies that a first aider is not necessary, the minimum requirement is to appoint a person to: take charge when someone is injured or ill, including calling an ambulance if required; look after the first aid equipment, e.g. restocking the first aid box. "Appointed Persons should not attempt to give first aid for which they have not been trained. There is no legal requirement for Appointed Persons to have any HSE approved First Aid training, however basic one and two day courses are available for Appointed Persons from many HSE approved training providers. In circumstances where the assessment of needs has indicated no First Aid Officer is required, College staff with training such as "Basic First Aid" or "Emergency First Aid for Outdoor Pursuits" and other such courses may act as 'Appointed Persons' and take charge of the management of a first aid incident until more expert assistance becomes available, e.g. First Aid Officer, paramedic, ambulance personnel etc. An 'Appointed Person' *may* have responsibility for the upkeep of first aid equipment where the assessment of first aid need indicates there is no requirement for a First Aid Officer.

## 6. Training of First Aid personnel

All College First Aid Officers will undertake an initial HSE approved 'Standard' course lasting a minimum of 24 contact hours and including an examination at the end. Courses will be provided in house as far as is possible but otherwise by a HSE approved first aid training organisation. A HSE approved refresher course lasting at least 12 contact hours must be completed within three years and 28 days to maintain the validity of the First Aid at Work Certificate.

All 'Appointed Persons' will complete, as a minimum, a course of four hours duration in Basic Life Support/Emergency First Aid. This course will need to be repeated at least once every three years to maintain competence. (The staff working off site on a field trip may have this level of training together with the inclusion of a particular emphasis on remote care or outdoor activities).

## 7. Duties of the First Aid Officer/Appointed Person

All College staff entitled to act as either a First Aid Officer or Appointed Person should be familiar with the following guidance and procedures:

Duties of College First Aid Officers/Appointed Persons on their duties, role and remit;  
Procedure for calling an ambulance;  
Guidance on Infection Control;  
Accident/Incident and First Aid Administered reporting systems;  
Procedure for obtaining replacement first aid materials.

## 8. Insurance

All fully trained College staff with first aid responsibilities will be covered by the College's Public Liability/Indemnity Insurance whilst administering first aid. However they must ensure that their certificate is current and that they operate within the scope of their training and the College's operational procedures for the delivery of First Aid at Work (see Appendix 2)

## 9. First Aid Equipment

### First aid containers and materials

The assessment of first aid need, together with the risk assessment of activities, will determine the level of first aid equipment required.

All first aid equipment must be contained in a suitably marked container, ideally a green box with a white cross, and located in an accessible place; First aid boxes should protect first aid items from dampness and contamination by dust, fumes etc; First aid kits will contain items for administering first aid according to the HSE's guidance.

**Note: Medication, disinfectants, ointments, etc. are NOT to be held in a first aid box under any circumstance.**

The content and selection of first aid kits may vary in circumstances where the assessment of first aid need indicates this is appropriate (e.g. an alternative container for use in offsite activities).

A standard College First Aid kit will contain the following items:-

- 1 leaflet giving guidance on first aid.
- 20 assorted adhesive plasters (blue for catering areas).
- 4 triangular bandages.
- 2 sterile eye pads.
- 6 safety pins.
- 6 medium wound dressings.
- 2 large wound dressings.
- 3 extra large wound dressings.
- 2 pairs disposable gloves (blue nitrile – **non powdered, not latex**).
- 10 non-alcohol based cleansing wipes.
- Accident/Incident/Near Miss Book.
- First Aid Administered Book.
- Several small yellow Clinical Waste Bags.

The assessment of first aid need may indicate a requirement for additional/ alternative items in some areas/circumstances e.g. kitchens, workshops, laboratories, sports areas etc. Consideration should be given to providing scissors, non-adhesive dressings, adhesive tape, etc. These can be stored in, or alongside, the first aid box.

## 10. Monitoring of First Aid Equipment

A designated staff member, either a First Aid Officer or an Appointed Person, should inspect the first aid equipment within each box on a regular basis and replace any items as necessary, paying particular attention to expiry dates, cleanliness etc.

## 11. First Aid record keeping

Whenever a member of staff administers first aid, they should complete a 'First Aid Administered' form and keep it in record. In addition, the College's Accident Book may also be completed by the person administering first aid. When any first aid materials have been used, the First Aid kit should be restocked as soon as possible. Reporting such information will assist in the identification of activities which may cause ill-health or injury and will therefore help in the prevention of future incidents.

## 12. Information on First Aid arrangements

In order for the College's first aid arrangements to operate effectively, it is important that they are known and understood by everyone in the College.

All new members of staff, as part of their induction training, will be made aware of the College's first aid provision and current procedures in place.