

Appendix A

FIRST AID AND SUDDEN ILLNESS PROCEDURE

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REVIEW: Annually, part of the Health, Safety & Welfare at Work Policy

SUPPORT AND GUIDANCE PROCEDURES FOR THE IMPLEMENTATION OF FIRST AID

1 STATEMENT OF INTENT

- 1.1 Harlow College undertakes to adopt whatever means are available and as may be considered reasonable in the particular circumstances to ensure the health and safety of all employees, students and visitors to the College.
- 1.2 It shall be the duty of every employee within their activity to co-operate in carrying out the undertaking given above, as defined within the College Health, Safety & Welfare at Work Policy and current legislation.
- 1.3 The procedure extends to all College Sites – Including Stansted Airport College (STAC), East Gate and The Construction Skills Centre

2 FIRST AID

The College First Aiders will, at all times, operate in accordance with the College Health, Safety & Welfare at Work Policy and its associated risk assessments, and any other guidance issued by the Head of Health, Safety & Estates from time to time.

3 FIRST AIDERS

3.1 Responsibility for providing first aid cover

- a) The Deputy Principal has overall responsibility for the implementation of the College's obligations under Health & Safety at Work Act 1974, 'Duty of Care', to make appropriate arrangements for the delivery of the Health and Safety (First Aid) Regulations 1981. The College has under these regulations reviewed its arrangements and risk assessed its activities to provide First Aiders in locations throughout the campus.
- b) In addition to the first aiders that have completed the 3-day First Aid at Work qualification, the College is also supporting staff to complete the 1-day Emergency First Aid course in order to support the first aid team in a local capacity.

3.2 Training and support

In addition to meeting statutory requirements for training, First Aiders will be given the opportunity to attend the following: -

- a) An initial orientation session, covering location and storage of equipment, College procedures for evacuation of casualties, accident reporting and contaminated waste procedures.
- b) Update meetings, held as part of the Staff Development programme.
- c) Refresher training, as required to maintain the currency and validity of approved certification for First Aiders.
- d) Appropriate AED training and other specialist training as required to support individual learners or staff
- e) Familiarisation and training with the College's Anaphylaxis kits (Harlow College and STAC)

3.3 Responsibility of First Aider

- a) To attend training courses, seminars and updates as and when requested, and particularly when certification is due to be renewed.
- b) To offer assistance as requested to administer first aid.
- c) Completion of all forms or reports required mentioned in this procedure.
- d) To notify changes in circumstances that result in individuals not being able to continue with the commitment of being a First Aider. Notification should be sent in writing to the Head of Health, Safety & Estates giving one month's notice.

3.4 Legal Liability

All First Aiders are covered by the College's insurance policies for administering first aid within their duties in the College. As all First Aiders receive regular training and updates, it is not perceived that any of their actions will result in litigation. However, if something goes wrong during or after treatment had been administered liability will only arise if there is evidence of negligence, i.e. a failure to exercise reasonable care.

4 STORAGE OF EQUIPMENT

4.1 Equipment

- a) Work surfaces must be kept free and uncluttered, and must be properly cleaned after they have been used to treat a patient, using appropriate cleaning materials.
- b) AED and Anaphylaxis kits stored at Main Reception at all times (Harlow College & STAC)
- c) First Aid Wheelchair stored in First Aid Rooms or staff areas on each site

4.2 Storage of medical supplies

- a) Supplies are kept in a locked cabinet in the first aid room BG13. Key is held by Estates Team in KG23. First Aiders wishing to re-stock their supplies should contact Estates Team on ext. 8129.
- b) For First Aid restock or supplies for College Satellite sites please Estates Team on ext. 8129 or 01279 868129
- c) Medical supplies held for the purpose of re-stocking the first aid boxes must be stored in the spaces provided and be clearly labelled.
- d) Any request for stock replenishments should be made to the Estates team who will also be responsible for maintaining supplies and checking first aid boxes and eye wash stations.
- e) No additional medicines will be provided or stored on the college premises. Only staff who have undergone suitable recorded training will be authorised to administer appropriate medication – then only with the written permission from the learner's parent or guardian. The College cannot support any member of staff who sees fit to administer any personal medication to any member of staff or student who is then the subject of litigation.

5 DISPOSAL OF CLINICAL WASTE

- a) Locations to dispose of clinical waste can be found within the First Aid rooms and also within Accessibility toilets across all sites.
- b) All sharps are to be placed in the containers supplied, which are of approved design. Under no circumstances are sharps to be disposed of other than into the approved containers.
- c) Other clinical waste, such as discarded dressings, is to be placed within the unit supplied to the college by external waste contractors. This sealed unit incorporates both a (yellow) storage bag and disinfecting agent and is replaced by the contractor once a fortnight. First Aiders or other staff are not required to change the bag or replenish the disinfectant.
 - d) i) when dealing with clinical waste, First Aiders must use disposable plastic gloves which are supplied with their first aid equipment. This is particularly important when dealing with blood spillages, where there is a risk of the transmission of HIV, AIDS, hepatitis and other infections. Blood spills are generally cleaned by the cleaning staff using bleach under controlled conditions. (Bleach is generally not available).
 - ii) If performing mouth-to-mouth ventilation with a resuscitator, this aid should be disposed of as clinical waste.

6 FIRST AID BOXES

- 6.1 First Aid Boxes are located throughout all college premises (Appendix A.2). Any proposed changes in location or maintenance request for the box should be reported to the Estates Team on extension number 8129.
- 6.2 First Aid Boxes will be checked on a weekly basis by the Estates Team.

- 6.3 The box must contain the first aid supplies mentioned in the First Aid at Work Regulations (Appendix A.1). It will also contain eye wash pods to ensure a suitable supply of sterile solution. Once the box has been checked a card (no longer signed) will be housed in the box to provide reminders of what should be there, with the Estates Team keeping a log. No other supplies are to be added to the box by any person.
- 6.4 Any equipment other than plasters must be replaced as soon as possible after use. It is the responsibility of the person who used the equipment to contact the Estates Team who will arrange for the replacement.

7 FIRST AID KITS

- 7.1 First aid kits issued by the college for the use by members of staff will require to be inspected termly by the Estates Team. During its period of issue, the kit will be the responsibility of a named person.
- 7.2 The first aid kit must hold enough equipment to be deemed appropriate for the circumstances in which it is to be used.
- 7.3 Any equipment from the first aid kit must be replaced as soon as possible after being issued. It will be the responsibility of the named person to check the first aid kit and request replacements from the Estates Team.

8 FIRST AID SUITE - BG13

- 8.1 The first aid suite is located in Building B. The rooms are available to be used by all members of staff, pregnant women, nursing mothers and students if and when required.
- 8.2 The first aid room will be monitored and maintained by the Estates Team.
- 8.3 The member of staff that requested admission to the suite will be held responsible for its condition as the last person to use the facility. This is to ensure the room is maintained and fit for its purpose
- 8.4 The First Aid room toilet is not to be used by anyone other than casualties.

9 EDUCATIONAL VISITS / RESIDENTIALS / FIELD WORK

- 9.1 The member of staff who has arranged the event and written the risk assessment will be deemed responsible for ensuring that adequate first aid cover and equipment is available and maintained.
- 9.2 This member of staff will also have responsibility to make sure that all staff and students are aware of any inoculations and medication required for the country, which is to be visited for visits outside the UK, and must then manage the information effectively.
- 9.3 No less than ten working days before the event a request (Appendix A.3) should be completed and returned to the Estates Team who will then arrange for a first aid kit to be available to take on the trip.
- 9.4 If the trip includes at least one overnight stay then the member of staff with responsibility for the trip must collect an 'Emergency Pack' from the Principalship Support team in A113. This pack contains out of hours

emergency contact details for senior members of staff plus insurance details.

- 9.5 On return of the trip the first aid kit, with a record of what has been used, must be returned to the Estates Team within five working days. Failure to meet these criteria will result in the first aid kit being charged to the Curriculum Team or Service Areas budget, as it will be deemed to be retained by the organiser.
- 9.6 On the return of the trip, all incidents and accidents must be recorded using the College's reporting systems. Under the Health & Safety at Work Act 1974, the college has a Duty of Care which extends to all the activities whether on site or off site, to all our staff and students, to manage all our provision efficiently and effectively.

10 DEALING WITH ACCIDENTS

- 10.1 Under the Health & Safety at Work Act 1974, Harlow College has an obligation to record all accidents that take place during its every day operation. Under RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations) 2013 the college must, in the event of a member of staff or student gaining an injury that results in seven consecutive days (including Saturday and Sunday) away from their normal attendance or falls within the reportable injuries categories, report the accident to the Health & Safety Executive, (HSE).
- 10.2 These accident records must be in writing and retained for a minimum period of three years.
- 10.3 The data collected from the reports is used to monitor types of injuries and the location where they are taking place. By managing the collected data, it is hoped to use this information as an aid to help us manage risks and reduce the amount of accidents that take place in college.

11 ACCIDENT REPORTING

- 11.1 Under the Social Security Act 1998 we are required to keep an Accident Book, although in college you will find the Health & Safety Report form can be made via Smartlog.
- 11.2 All members of staff have a duty to ensure that any person having had an accident has and MUST complete a Health & Safety Report form.
- 11.3 The information on these forms should be printed and legible, with as much information as possible. Although the injured person can complete the form, it is ideal if the first aider, or a member of staff, completes the form on behalf of or with the injured person. This is to gain some consistency in information collected and aid with an investigation if required.
- 11.4 Collected data from the accident reports will be used to produce statistical information, which is then reported to the Health & Safety Committee.

12 ACCIDENT SITUATION

- 12.1 Phone reception (Harlow College - 01279 868111 extension 8111 or Emergency 01279 868080 Extension 8080 – STAC – 01279 701430) or the responsible person onsite (East Gate and Construction Skills Centre) and they will organise for an ambulance and/or a First Aider to attend the scene. Reception will also co-ordinate for the arrival at the correct gate and liaise with Estates team to meet and direct the crew(s) if required.
- 12.2 If the emergency services are contacted directly, the member of staff must inform the college Reception team and request for a First Aider to attend the accident.
- 12.3 The Reception staff will need to confirm;
- Exact location of accident
 - If the emergency services have been informed
 - What and who is involved
 - Confirmation of which entrance has been given to the emergency service by the caller
 - Number of injured parties
 - The condition of the patient

The receptionist will also contact the First Aider on rota to attend and pass on the above information.

The receptionist should arrange for the emergency service to be met and shown the most direct route to the accident.

- 12.4 In the event of a member of staff or student requiring a First Aider, contact should be made via to the Reception team who will then contact the nearest First Aider to the incident.

13 ARRIVAL ON THE SCENE

- 13.1 First Aiders should be given every assistance in the undertaking of their duty.
- 13.2 If emergency services are requested, this information needs to be confirmed to the First Aider to aid in their decision making.

14 REMOVING THE CASUALTY FROM THE SCENE

- 14.1 The First Aider may wish to move the casualty to the first aid suite. In the event of the emergency services being contacted this information would need to be conveyed to the reception staff, and to the emergency services.
- 14.2 Once the emergency services have arrived and taken charge of the scene the casualty will be then be under their Duty of Care. All the relevant information regarding the accident and casualty should be passed to them to aid them in their undertaking.
- 14.3 If the casualty does not warrant emergency service treatment, but in the view of the First Aider should attend hospital, arrangements should be

made via Reception or a responsible person with the local taxi firm to collect the casualty from the first aid room and take to Princess Alexander Hospital for treatment.

14.4 It is not normal practice to send a member of staff with casualties, and would normally send a suitable peer if required.

14.5 In the event of contacting a parent or guardian, this should be the responsibility of the First Aider who attended the casualty. If however, after several attempts of trying to contact them have failed, then the relevant information will be passed to responsible team to contact the parent or guardian of the student.

15 DEALING WITH SUDDEN ILLNESS

15.1 In the event of a member of staff, student or visitors being taken ill, the responsible person will take the appropriate action to deal with the problem.

15.2 It is expected that for minor ailments, e.g. headaches, a First Aider **will not be required**. The patient in such cases should arrange his/her own transport home.

15.3 If the illness warrants medical attention, an ambulance should be called. College First Aiders can be called for an opinion, but this opinion is not binding in any way as their training is based on First Aid only and not medical knowledge. If in any doubt, the decision should always be to seek medical assistance.

15.4 The first aid suite is available for members of staff or students who wish to lie down to recover before continuing their duties or being sent home. The responsible person must tell reception that someone is in the first aid room, and at regular intervals check to make sure the person is all right.

15.5 No student should be left unattended in the first aid room. If attention is required, a member of staff should make arrangements for someone to remain with the patient until arrangements have been made to send them home. It is not necessary for the person remaining with the student to be a First Aider or a member of staff, it could be a friend or fellow student.

16 VOMIT

16.1 In the event that illness results in the person vomiting all immediate precautions should be taken.

16.2 Wherever possible the individual should be encouraged to hold back until a suitable receptacle can be found.

16.3 If the individual does vomit over the floor or equipment, contact must be made instantly to the Estates Team informing them of the incident and the location. As vomit is a body fluid, immediate action needs to be taken to prevent anyone from touching the substance without wearing protective gloves which can be found in the nearest First Aid Box should this action be necessary.

16.4 The Estates Team have been given training, equipment and instructions on the removal of vomit hygienically and safely. Members of staff are

requested to note that this method although very effective does take time and may result in the area being cordoned off.

17 RESPONSIBLE PERSONS

- 17.1 A responsible person is defined by the first aid regulations as someone who has the responsibility to take action.
- 17.2 This does not mean that the person needs to hold a certificate in First Aid at Work or have any first aid training at all; he/she just needs to know what to do in the event of something happening.
- 17.3 The responsible persons in college are 'Duty Managers', Lecturers & Managers. In the event that none of these personnel are available, the most senior member of staff present would be deemed responsible under the college structure to meet the need that the regulations place upon us.

FIRST AID BOX SUPPLIES

ORDER FORM

Name:

Academy / Service Area:

Location of First Aid Box:

Room Number:

Extension:

Equipment	Amount Required
Plasters	
Blue Plasters	
Sterile Dressing No.3	
Sterile Dressing No.8	
Sterile Dressing No.9	
Triangular Bandages	
5cm Crepe Bandage	
7.5cm Crepe Bandage	
Sterile Eye Pad	

Antiseptic Wipes	
Disposable Bags	
Surgical Gloves	
Safety Pins	
Eye Wash	

When supplies are required please return this completed form to the Estates Team who will arrange the replacement of equipment.

Signed: _____ Date: _____

LOCATION OF FIRST AID BOXES - HC

Building / Room	10+ Plasters	Blue Plasters	1 x Sterile Dressing No. 3	1 x Sterile Dressing No. 8	1 x Sterile Dressing No. 9	1 Triangular Bandage	1 x 5cm Crepe Bandage	1 x 7.5cm Crepe Bandage	1 Sterile Eye Pad	5 Antiseptic Wipes	2 Disposal Bags	2 Pairs Surgical Gloves	6 Safety Pins	Eye Wash
A Reception														
A104														
A133														
BG13														
Building C rec														
C114 Tech RM														
C209														
Carpentry														
D iHub (Library)														
D105														
D114														
EG12														
E103														
HAMEC workshop														
HG27														
HG34														
H110														
IG04														
IG05														
IG06														
I104														
JG31														
JG05														
K211														
KG11														
L128														
L133														
MG03														
NG04														
NG07 Welding														
NG08														
NG10														
NG14														
O lobby														
UCH 008 kit														
UCH 016														
UCH 107 kit														
UCH 206 kit														

Signed.....

Dated.....

LOCATION OF FIRST AID BOXES - STAC

	10+ Plasters	Blue Plasters	1 x Ex Large Bandage	1 x Medium Bandage	1 x Large Bandage	1 Triangular Bandages	1 x 5cm Crepe Bandage	1 x 7.5cm Crepe Bandage	1 Sterile Eye Pad	5 Antiseptic Wipes	2 Disposal Bags	2 Pairs Surgical Gloves	6 Safety Pins	Eye Wash	Eye Wash Date
Reception															
Staff room															
Workshop															
Kitchen															
Kitchen															

LOCATION OF FIRST AID BOXES – EAST GATE

	10+ Plasters	Blue Plasters	1 x Ex Large Bandage	1 x Medium Bandage	1 x Large Bandage	1 Sterile Eye Pad	5 Antiseptic Wipes	2 Disposal Bags	2 Pairs Surgical Gloves	6 Safety Pins	Eye Wash	Eye Wash Date
Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E102 – Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E305 – Third floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

REQUEST FOR FIRST AID KIT

FOR EDUCATIONAL VISITS, RESIDENTIALS AND FIELD TRIPS

Name of Responsible Person:

Number of Staff and Students in Group:

Destination:

Duration:

Date of Departure:

Faculty/Service Area:

Please note

The request for a first aid kit must be sent to the Estates Team at least 10 working days before the event.

The Estates Team will deliver to and collect the kit from the relevant area.

Failure to return the kit to the Estates Team within 10 working days of the return trip will result in the kit being charged to the Academy / Service Area budget.

Signed: _____

Date: _____