

# First Aid Policy for Chichester College Group

## 1. Introduction

- 1.1 Chichester College Group follow The Health and Safety (First Aid) Regulations 1981 which requires employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. Employers are required to carry out an assessment of first-aid needs and each high risk department within the College Group should ensure that they have dedicated help should there be an accident within their undertaking. Consideration must be given to the 3<sup>rd</sup> party duty of care to the students. This involves considering workplace hazards and risks, the size of the organisation and other relevant factors, to determine what first-aid equipment, facilities and personnel should be provided.

The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or students. However, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.

## 2. Scope

- 2.1. This policy applies to all first aiders in the Chichester College Group and will be used objectively and free from discrimination in line with the College's equality and diversity policies and procedures.
- 2.2. It is recommended that students or those undertaking apprenticeships are not placed on the rota system or paid as first aiders.
- 2.3. The Group have different levels of First aid support:-
- 2.3.1. 3 Day qualified first aiders who are working to a rota in each College

- 2.3.2. 3 Day qualified first aiders who are dedicated to their department in high-risk areas
- 2.3.3. 1 Day qualified first aiders who are dedicated to departments
- 2.3.4. College Nurse (Chichester and Brinsbury Colleges)
- 2.3.5. Safeguarding Team within the Group who are Mental health trained
- 2.3.6. Pastoral staff who look after the student's needs across the College Group

2.3 It has been noted that the majority of first aid callouts within the College Group are for students within our 3<sup>rd</sup> Party duty of care.

### 3. Principles

3.1 First aid is the immediate and temporary care or treatment given to someone when they are injured or become ill, usually at the scene and at the time it takes place. The procedure for handling a first aid call is detailed in this document as a flow chart (**Annex A**).

3.2 In the case of non-serious problems such as small cuts and grazes it may be the only treatment that the casualty requires, but in more serious cases it could be followed by medical treatment from a doctor or paramedic or a visit to A&E. In any account an Accident form must be completed on the SmartLog database. This enables continual analysis of the accidents and allows for review. It will also provide a paper trail for reportable incidents or for insurance purposes.

3.3 The main aims of first aid are to keep casualties alive, treat their injuries and stop them from getting worse and to hand them over to the medical authorities in the best possible condition in the circumstances. Where it is a safeguarding issue once the casualty has been made comfortable request a Safeguarding Officer for assistance. If the first aider is made aware of an immediate safeguarding issue contact the team immediately.

#### 4. Eligibility to become a first aider and qualification for the rota

##### 4.1 Staff who are eligible to become a first aider must:

- Inform their line manager, that they have applied to undertake this role, or already have it as part of their Job description.
- Hold an enhanced DBS check.
- Be available to go onto the weekly rota to attend call outs at set times.
- Be aware that most of the call outs are for the students as part of our 3<sup>rd</sup> party duty of care.

4.2 All College Group first aiders, who are on the call out rota, must complete the 3 day First Aid at Work qualification. A copy of your qualification certificate must be given to the Health and Safety Team and Learning and Development. A month before the certificate runs out you will be invited to undertake the 2 day refresher course. If you have not been informed of re-training please follow this up with those teams.

4.3 Where departments have risk assessed their areas for first aid they may engage first aiders who have received a one day first aid emergency first aid course but they will not be placed on the call out rota system, but will be expected to be the first point of call within that department to attend a member of staff/student in their care. A list should be communicated within that department so that all are aware. Training and first aid supplies must be provided for by the department for all departmental 1 day trained first aiders. A copy of the first aid certificates must be kept in the Red Book and staff are required to ensure they receive up-to-date training via Learning and Development before expiry of their certificate to continue being a first aider.

4.4 The first aid qualification fees are funded by Learning and Development at each College, and it is the duty of the first aider to inform Learning and Development department when their certificate is going to run out so that they can be booked on a course.

4.5 Applications to become a first aider must be approved by the:

- Deputy Chief Operating Officer

- Health and Safety Manager

There needs to be a sound reason provided, why the DCOO or the H&S Manager refuses a willing member of staff permission to undertake this role.

The Group is conscious of its liability and requirement to provide an effective solution to First Aid, and will be supportive of staff willing to provide this service.

## 5 Roles and responsibilities of a first aider

- 5.1 The roles and responsibilities associated with the role of a first aider are as follows:
- To protect themselves, the casualty and others at the scene from potential danger.
  - To arrange for appropriate assistance if required i.e. with a student with mental health issues, from a safeguarding officer who will be called once you have made the casualty comfortable.
  - To identify, where appropriate, the injury or illness affecting the casualty.
  - To decide on priorities and to offer the casualty the appropriate treatment for their condition or refer to the appropriate member of staff from the list above.
  - To allow casualties to retain their dignity and modesty and to respect their privacy.
  - To arrange for the transfer of the casualty to the appropriate medical service, College nurse, A&E or to their home. Please inform the curriculum area/manager of this.
  - To remain with the casualty until they are handed over to the care of others, e.g. department that they are attached to.
  - To inform subsequent carers of first aid observations, treatment and seizures, when it concerns a special needs student.
  - To maintain legal records, as appropriate, of first aid treatment and observations via the online reporting system within SmartLog.
  - To attend any College first aid meetings & first aid training sessions.
  - To be available when on the rota systems and to inform Reception staff if they leave the College campus during their core hours if it is their allocated rota time.

This includes lunch breaks off campus and if they are unable to attend due to sickness absence or holiday.

- l. If necessary undertake an accident review, details in (**Annex B**), with assistance from the Health and Safety Team.
- m. On no account should a first aider be expected to go to A&E /home with a student. A member of staff within the department that the injured party is attached to should go with them. It is also possible that another adult student can accompany the casualty. The first aiders' duty is to stay on site to ensure that the College Group is covered for any incidents.

## **6. Conditions of the first aider role**

First aiders (who are on the rota and have completed 3 day first aid training) are paid an agreed remuneration in arrears via salary. This will be discussed after successful completion of the 3 day first aid certificate and inclusion on the rota.

6.1 Removal of staff from rota can be for the following reasons:

- First aiders who are no longer required will be informed accordingly and removed from the rota. The College should give 1 months' notice of intent to remove a first aider from the rota list.
- Staff must give 1 months' notice if they resign from the first aid rota (with H&S Manager and Deputy Chief Operating Officer authorisation).

6.2.1 In the event of poor conduct in the roles, and investigation will take place under either/or the disciplinary process, capability process or through litigation.

## **6. Status of this policy**

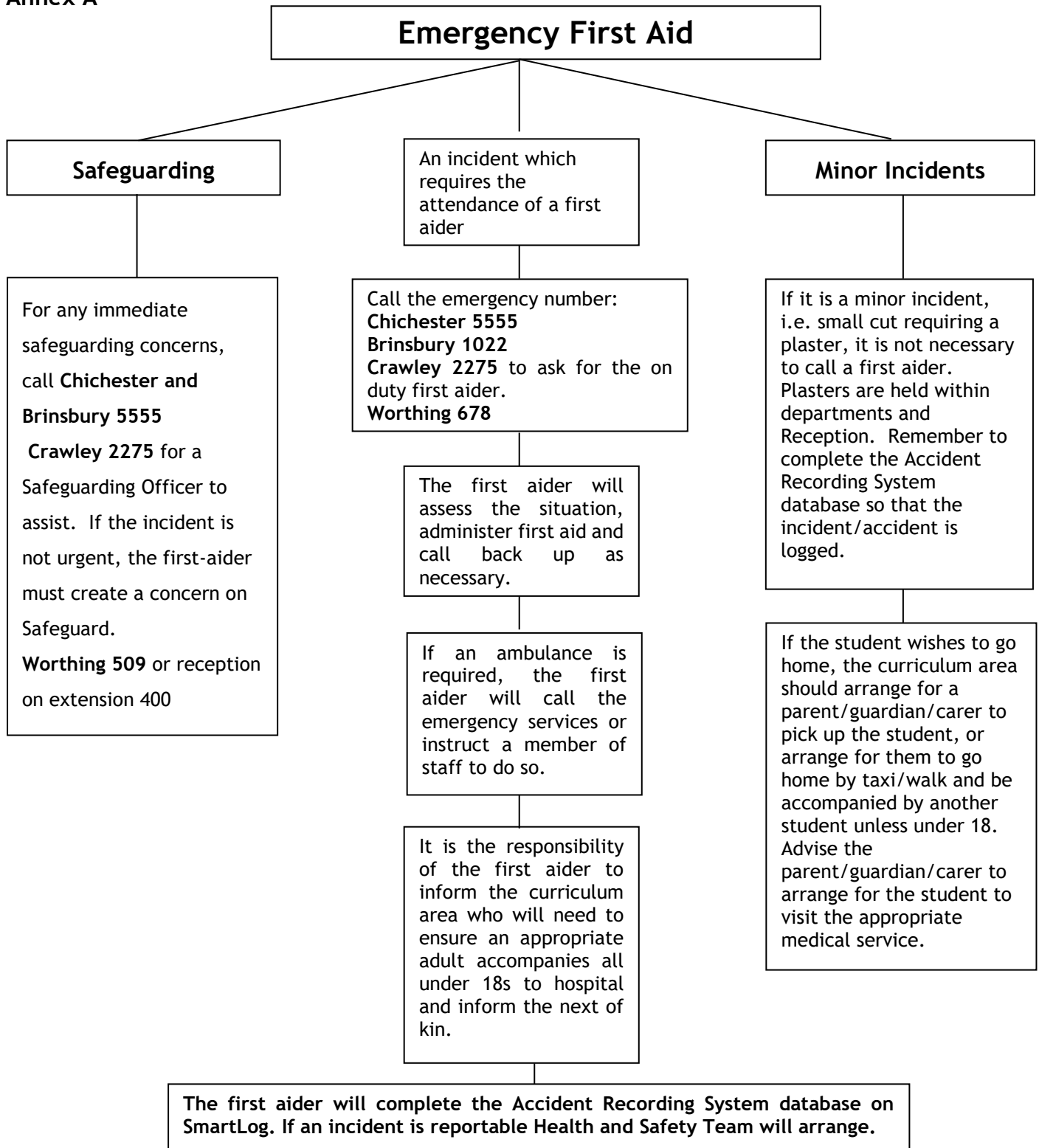
- 6.1 The policy was approved by the Group Leadership Team and supersedes all previous documentation.
- 6.2 The operation of this policy will be kept under review by the Health and Safety Manager.
- 6.3 It may be reviewed and varied from time to time by the Health & Safety Committee.

Approved by & Date: Group Leadership Team 12<sup>th</sup> September 2019

Implementation Date: October 2019

Date for Review: October 2020

**Annex A**



**Remember, if it is a life threatening emergency dial 999 for an ambulance. Do not wait for a first aider.**

## Annex B

### Accident Investigations

A guidance document to ensure compliance should there be an accident or near miss incident on any College Group property to any employee, visitor or contractor. Please read in conjunction with Factsheet 1. Accidents, Incidents and Near Misses (Smartlog).

Accidents do happen and it is important for investigation and analysis of work-related accidents and incidents to take place as this forms an essential part of managing health and safety. Learning lessons from what you uncover is at the heart of preventing accidents and incidents and means you can take positive steps to prevent it happening again. They are also required for insurance purposes and if the accident needs to be reported to regulatory bodies.

An effective investigation requires a methodical, structured approach to information gathering, collation and analysis. The findings of the investigation will form the basis of an action plan to prevent the accident or incident from happening again. Your findings will also point to areas of your risk assessments that need to be reviewed. This link with risk assessment is a legal duty. This is not about apportioning blame. However, clear and concise information is required for any accident or near miss incident that could have led to what has taken place. The degree of information required is dependent on the severity of the accident or likely severity of an incident.

- All evidence including personal emails can be used in court (criminal or civil actions) so ensure they are factual.
- Keep emotional or personal interpretation out of the emails/witness statements and reports.

#### Steps to follow after an adverse event

1. Take prompt emergency action (e.g. first aid, ambulance) - the first aider will complete the online first aid report in SmartLog that does get reviewed by the Health and Safety Team.
2. Make sure the area is safe (in some cases this may need to be done first).
3. Inform the supervisor/student tutor of the person injured and preserve the scene in-case it requires investigation (this is dependent on the severity of the accident/incident). It may be necessary to just take photos of the immediate area and send them to the Health and Safety Team for review.



4. Note the names of the people, equipment involved and the names of any witnesses'.
5. The department manager will then need to undertake the initial adverse event report and investigation report please see next page (**Annex C**)
6. Report by telephone the adverse event to the Health and Safety Team who will decide what further action (if any) is needed and report to regulatory body if appropriate.

## Annex C

### Incident Investigation Report

| Report                                    | form  | number |
|---|---|--------|
| Date of Incident/Accident/near miss       | Time  |        |
| Location                                  | Accident report form number                             |        |
| Name of person completing form            | Position of person completing form                      |        |
| Contact details of person completing form | Was the person completing form witness to the incident? |        |

#### Details of casualty

|  |   |
|--|---|
| <input type="checkbox"/> Employee <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Third party | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Name   | Job title (if employee)                                       |
| Home address   | Contact numbers   |
| Line manager (if applicable)   | Line manager's contact details (if applicable)                |
| Next of Kin  | Next of Kin's contact details                                 |
| For employees only:  |   |
| Describe level of experience in job/years of service:  |   |
| Details of any relevant training:  |   |
| Details of any known existing medical conditions/ medical history:   |   |

#### Property Damage

| Property affected   | Approx cost |
|---|-------------|
| Nature of damage (please be thorough in your description) |             |

#### Other losses

|             |             |
|-------------|-------------|
| Description | Approx cost |
|-------------|-------------|

**Details of witness(es) (if any)**

|                                     |                          |
|-------------------------------------|--------------------------|
| Witness name(s) and contact numbers | Job title (if employees) |
|-------------------------------------|--------------------------|

**Describe what happened (please use as much detail as possible, using clear facts)**

**What were the possible causes? Consider immediate and root causes**

**Additional factors for consideration**

|  |
|--|
| <b>Weather</b>                           |
| <b>Time of day</b>                       |
| <b>Hours worked previous to incident</b> |
| <b>Other relevant factors</b>            |

**Action required to prevent recurrence**

|                             |
|-----------------------------|
|                             |
| Who should complete action? |
| By when?                    |

**Investigation carried out by**

**Date of investigation:**

**Action approval**

Name:

Date: