

This policy is written as an extension of the Anglo-Continental Health and Safety Policy Statement.

## **Policy Statement**

Anglo-Continental will undertake to ensure compliance with the relevant legislation with regard to provision of first aid to all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities or injured on Anglo-Continental premises.

## **Aims/Objectives**

This policy will be achieved by:

- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring the above provisions are clear and shared with all who may require them.

## **First Aid Personnel**

### ***Head of First Aid***

The Head of First Aid will act as the Lead First Aider and should be contacted if an emergency first aid situation arises. All accidents should be reported using the Accident Report Forms. These forms should be given to the Head of First Aid to keep on the confidential file located in the Senior Management Office. The Head of First Aid should be contacted if first aid supplies need to be replenished.

### ***First Aiders***

The following staff have completed a First Aid course and hold a valid certificate of competence in First Aid:

- Melissa Law (Head of First Aid) [Senior Management Office](#) Ext. 209
- Jonathan Jeffrey [Senior Management Office](#) Ext. 213
- Sue Ward [Accounts](#) Ext. 231 or 205
- Sonia Maciejewski [Accommodation](#) Ext. 258
- Scott Thomas [Facilities](#) Ext. 255
- Daniel Whitaker [Facilities](#) Ext. 255
- Sandip Parmar [Catering](#) Ext. 118

First Aid trained staff are indicated on the internal telephone list with the initial FA.

### ***Automated External Defibrillator (AED)***

The Automated External Defibrillator is located in the First Aid Room in Reception.

## **Responsibilities**

- All staff have a statutory obligation to follow and co-operate with the requirements of this policy.
- First Aiders will ensure that all first aid treatments are recorded in the accident book.
- Heads of Departments will ensure that first aid arrangements are catered for in other activities such as excursions and activities.
- The Head of First Aid will ensure that the First Aid Policy is regularly reviewed.
- The Head of First Aid will ensure that there is an appropriate number of First Aiders.
- The Head of First Aid will ensure that suitable first aid equipment is provided.

- The Head of First Aid will ensure that suitable Health and Safety notices are displayed, which detail names of First Aiders and contact information.

### **First Aider Duties**

As a First Aider there is an expectation for you to discharge the following duties:

- Respond promptly to an incident/accident when requested, within the limits of your first aid training while safeguarding your own health and safety and that of others
- Know how to secure additional first aid assistance as and when necessary and if necessary, arrange, without delay, professional medical assistance if the nature and degree of the injury is out with the limits of your training
- To act at all times in a manner to respect the interest and dignity of all patients and to protect their confidential information
- To keep up-to-date with training
- Be aware of the location of your nearest first aid box, its contents and the ensuring that the contents are replenished when necessary
- Report incidents and actions taken on an appropriate Anglo-Continental incident/accident form and ensuring that the relevant sections are distributed appropriately
- If the casualty is removed to hospital, make contact with the Head of First Aid and Personnel. If the casualty is a student, you should also inform the Marketing Department to ensure that emergency contacts can be notified, if required.
- Informing the Personnel Manager of any change in your circumstances which would prevent you from carrying out your duties as a First Aider, including change of location or phone number.
- First Aiders must not undertake more than first aid and it has to be remembered that an ambulance should be called if it is deemed necessary.
- The provision of first aid treatment is your duty as a trained First Aider and as such any treatment given may be deemed to be under the instruction of Anglo-Continental. Provided that you act in good faith and within the scope of your training then you are covered by Anglo-Continental's public liability insurance.

### **Training of First Aid Personnel**

Upon completion of the course and passing the assessment, a First Aider is certified for 3 years, after which they will require to complete a refresher course before their current certificate expires in order to remain a First Aider. All First Aiders must hold a valid certificate of competence before taking up their duties as a First Aider.

### **First Aid Provision**

First aid kits are located in the following places:

- First Aid Room (Reception) including travel first aid kits for activities and excursions
- Facilities Office
- Young Learners' Reception
- Student Centre
- Kitchen
- Pavilion
- Vehicles

The Head of First Aid will check the contents of all first aid kits twice a year after each fire practice. Completed checklists are stored in the Health and Safety file which is located in Reception. The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

### **Arrangements for Students Under 18 Years of Age**

In the event of an accident involving a student under the age of 18, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

If the student is a direct booking, the procedure is to notify parent by telephone and leave a message should the parents not be contactable. In the event that parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted.

If the student is via an Agent, then an email is to be sent to the Agent asking them to contact the parent urgently to inform them of the situation.

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital.

### **Guidance for Accompanying Persons to Hospital**

The following provides guidance on what to do should a casualty require or seek hospital treatment as a result of an accident/incident or sudden bout of illness occurring while they are on Anglo-Continental's premises.

Please note that this is for guidance purposes only and does not constitute a formal set of rules or procedures. Each instance should be judged individually and dependant on the circumstances.

### **Referral to Hospital**

Where the injury/illnesses appears to be serious enough to require an ambulance, an ambulance should be called. Although a First Aider should always be called in this situation, it is not necessary to await the arrival of a First Aider before calling an ambulance.

Should an injury/incident not be serious enough to require an ambulance then the journey should be made by car. It is currently recommended that a taxi should be called to transfer the injured party to hospital. A taxi should be ordered from Reception.

It has to be emphasised that each case and individual person will be unique and that each situation should be judged individually in light of the specific circumstances of that case.

### **Accompanying a person to hospital**

Where an ambulance has been called a member of staff should, depending on the severity of the injury, accompany the casualty to hospital in the ambulance. Where the casualty is under-18 years of age a member of staff **must** accompany the person to hospital.

Upon arrival at the hospital the accompanying member of staff should report to the Accident and Emergency reception with the casualty. It is not necessary for the accompanying member of staff to remain at the hospital with the casualty if the person is over 18 years of age.

### **Reporting and follow up**

If a person is taken to hospital following an incident it must be reported to the Head of First Aid, the Student Support Officers and the Personnel Manager. The Student Support Officers should inform the relevant member of marketing where appropriate.

Following an accident/incident, the first aider attending the scene should ensure that accident forms have been completed and distributed as appropriate. An investigation of the incident should also be conducted. The nature and depth of the investigation will depend on the nature and severity of the accident/incident. Please contact the Head of First Aid for advice.

Should the casualty be unable to return to work/study the next working day, an appropriate senior member of staff should attempt to make contact with the casualty to ascertain the casualty's condition.

### **Spillage of Bodily Fluids (i.e. blood, urine, vomit)**

ALL body fluids should be regarded as potentially infectious.

### **Control of Risks**

If body fluids come into contact with eyes, mouth, or open wounds, the following precautions should be taken:

- Wash affected part thoroughly

- Encourage wounds to bleed
- Affected persons should go to Accident and Emergency Department at Bournemouth Hospital AS SOON AS POSSIBLE.

***Cleaning up Spillages of Body Fluids***

Any spillages should be reported to the Facilities/Cleaning team immediately who will then clean up the spillage as follows:

1. Wearing disposable gloves, cover the spillage using disposable paper towels and soak paper towels in disinfectant.
2. Leave for 10 minutes and then place the paper towels into yellow biohazard bags, using the green gloves provided.
3. Mop up any excess with the green mop and bucket, using disinfectant.
4. All items used in this process MUST be disposed of in yellow biohazard bags.