



24 January 19

First Aid in the College

This policy is written as an extension to the Lancing College Health and Safety Policy and is linked to the Health Centre Policy endorsed by the Senior Management Team of the College.

Policy Statement

Lancing College will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety (First Aid) at Work Regulations 1981.

Management of first aid arrangements will be undertaken in such a way as to provide adequate arrangements for training and re-training of first aiders, provision of first aid equipment and facilities and for the recording of first aid treatment and near misses. Arrangements will be such that first aid may be offered to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

Aims/Objectives

- To endeavour to comply with all relevant legislation
- To undertake suitable and sufficient assessments of first aid needs
- To identify and implement reasonably practicable arrangements for dealing with first aid incidents
- To provide competent persons for carrying out first aid treatment
- To conduct regular checks on first aid equipment and the availability of consumables

Responsibilities

- The Head Master, working through the College's Health and Safety Committee will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.
- The Senior Management Team will ensure that these policies and procedures are communicated, implemented and adhered to on a sustainable basis throughout all College timetable, sports, activities and events.

- The Heads of Department will ensure that these policies and procedures are communicated, implemented and adhered to on a sustainable basis in their respective areas of responsibility.
- The College Health and Safety Committee will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs. Additionally the committee will ensure that suitable first aid notices are displayed, detailing locations of first aid equipment, names of first aiders and contact information.
- The Health Centre Manager will ensure that suitable equipment, facilities and consumables are provided for first aid treatment.

First aiders will ensure that all first aid treatments are recorded in the College's accident reporting system on the VLE whenever first aid treatment is applied. If required, the relevant Health and Safety Executive (HSE) reportable paperwork will also be completed.

The process is that the injured person or witnessing staff member in charge, (or their representative), fills in the Accident Report Form. This is sent immediately to the Health and Safety Manager who then investigates and logs the incidences. All accidents/incidents are reported to the Health and Safety Committee for review. Actual names are withheld from this report stating only whether it was a visitor, pupil or employee.

The completed forms are kept securely online by the Health and Safety Manager. If there is an injury or incident that should be reported to the HSE, this will be done by the Bursar's Personal Assistant or the Health and Safety Manager.

- The College Health and Safety Manager will ensure that when required, the relevant HSE reportable paperwork is completed and arrangements are in place for a suitable budget for training and updating of first aiders and maintenance of first aid supplies.
- The College's Health and Safety Committee will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements.

Training Arrangements

- Who is trained as a first aider will be on the recommendation of the College Health and Safety Committee and Health Centre Manager to the Headmaster.
- Training for first aiders will be undertaken by the Health Centre Manager and Named Nurse, (Clare Johnson), who will be a First Aid Instructor or Quallsafe approved First Aid training provider.

- Initial Training, re-qualification and updating of the Emergency First Aid at Work (EFAW) courses are organised each term as required. More in-depth or specialised first aid courses are sourced as required, if it is not possible for the Health Centre Manager to complete the training.
- Training of staff for specific emergency assistance e.g. Allergies, Adrenaline Auto Injector training is conducted by the Health Centre Manager who maintains the relevant records.
- A database is maintained showing Names, Qualification held, expiration dates and spread of first aid within the College. This will also assist in assessing need and identify shortfalls of cover.

First Aid Information

All information regarding first aid should be treated as confidential. However, certain information is needed for the safety of those concerned and is provided on a strictly need to know basis from the Health Centre Manager.

When an incident occurs the next of kin (N.O.K.) is informed depending on the severity of the injuries. In the case of a pupil, the Housemaster or Housemistress as well as the Duty Nursing Sister will be aware. Details of N.O.K for staff members/volunteers are held by the Bursary and are available when necessary. The N.O.K, are informed by the Bursary or the Health Centre Manager if appropriate.

Angela Brennan
Heath Centre Manager
Updated January 2019

First Aid Procedures

Introduction

The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address. Employers are required to:

- Carry out an assessment of first aid needs appropriate to the circumstances of each workplace
- Provide adequate numbers of qualified first aiders throughout the organisation
- Maintain levels of competence of first aiders
- Provide adequate equipment for first aid treatment
- Provide adequate first aid rooms or other suitable areas for first aid treatment
- Record first aid treatment

First Aid Assessment

A first aid assessment has been carried out, on behalf of the Health and Safety Committee which has identified minimum numbers and type of first aiders required by the College. The assessment has been based upon the numbers of employees and students within the College and the activities undertaken.

First Aid Personnel

The current first aid risk assessment has identified the following minimum numbers of qualified first aiders that are required within the College.

First Aid at Work: 4 EFAW: 12

Although the above numbers of first aiders and emergency first aiders are the minimum requirements, the Health and Safety Committee have increased the provision to take into consideration holidays and other absences, sports, trips and activities requiring specialist requirements and high risk areas. The actual numbers are below, broken into two time periods:

| Type of cover | Term Time | Out of Term time | Total |
|----------------------|-------------------|-------------------------|--------------|
| Duty nursing sister | 1 (24hrs per day) | 0 | 1 |
| FAW | 4 | 3 | 7 |
| AFA/Specialist | 3 | 0 | 3 |
| EFAW/AP | 107 | 30 | 107 |
| Grand Total | 115 | 33 | 115 |

During school holidays (out of Term Time) sufficient first aid trained personnel are still available to provide cover for the employees still on site. Members of staff taking students on activities outside College when third party first aid facilities cannot be relied upon should have among their group, a suitably first aid trained person, (as a minimum to EFAW [appointed person] status). First aid equipment and consumables taken on such activities will be determined by the Health Centre Manager after consultation with the activity leader.

Training of first aid personnel

All first aiders and emergency first aiders must hold a valid certificate of competence, approved by the Health and Safety Executive with details stored by the Health and Safety Manager. A first aider or appointed person only has authority when appointed by the Head Master after endorsement by the Health and Safety Manager and Health Centre Manager. The Health Centre Manager will maintain a register of all qualified and authorised staff and arrange retraining as and when necessary.

Courses for first aiders and emergency first aiders

Members of staff wishing to train in first aid should in the first instance contact the Health Centre Manager who will determine the need and if necessary arrange for a suitable and convenient course. Update and requalification training will be arranged as required.

Application of first aid

First aiders should only provide first aid treatment for which they have been trained and are competent to administer. If in any doubt the duty nursing sister should be contacted as soon as is reasonably practicable for advice or to take over the incident if necessary. Professional emergency assistance should be called at the earliest opportunity if necessary.

Arrangements for particular medical conditions

Any member of the College with particular medical conditions e.g. Asthma, Allergies, epileptic seizures etc. are required to carry any necessary personal medication at all times and, when off site should provide additional medication to be held by a responsible person on the trip.

Those staff with particular conditions or requiring particular medication are responsible for their own medication and the safe and secure storage of the same and for ensuring that pupils are not able to access this.

Those with particularly sensitive conditions also have medication pre-positioned in what is assessed to be high risk areas e.g. Dining room, Boarding house and the Health Centre.

Staff are trained to assist and administer certain types of medication if necessary i.e. Adrenaline Auto injector. Specific risk assessments are to be conducted for vulnerable individuals.

Guidance on first aid incidents is at appendix 2 to this leaflet.

Spillage of bodily fluids.

Spillage kits are provided in areas where there is a risk of bodily fluid contact and written procedures are provided. Minibuses also carry small spillage kits but additional kits may be needed for extended journeys. The Health Centre runs a “Yellow bag” system where contaminated first aid materials and waste can be disposed of correctly and safely. Spillage kit replacements can be sourced from The Domestic Services Manager.

First aid boxes/kits and equipment

First aid boxes are provided by the College and are distributed and restocked by the Health Centre Manager as necessary. The location of the boxes and any suitable signage is the responsibility of the College’s Health and Safety Committee and the Health Centre Manager.

Staff members using items from first aid boxes/kits should seek replacement stock from the Health Centre Manager at the earliest opportunity. All staff will be reminded by email termly to check all first aid boxes/kits in their area in the College and request necessary items to update and maintain kits in a usable condition. Discrepancies in contents must be communicated to the Health Centre Manager in order for supplies to be updated.

Staff members are nominated to check first aid boxes/kits monthly, sign and date the label on each box to confirm check have been completed. Any restocking is arranged through the Health Centre Manager. Boxes need to be taken to the Health Centre and the nursing staff will restock.

The minimum contents of a first aid kit will be:-

| | |
|---|------------------------------------|
| 1 x First aid guidance card | 4-6 0.9% saline pods |
| 1x foil blanket | Gauze swabs |
| 2 x Triangular bandage | 1 x resuscitation aid |
| 2 x medium sterile un-medicated dressings | 1 x pair of disposable gloves |
| 2 x large sterile un-medicated dressing | 1x scissors |
| 2 x sterile eye pad, with attachment | 1x yellow disposal bag |
| Individually wrapped sterile adhesive dressings various sizes | Disposable ice pack if appropriate |

First aid box locations:

Health Centre
Maintenance Managers' Office
Carpenters' Workshops
Plumbers' Workshop
Electricians' Workshop
D & T Centre x 2
Chemistry Labs
Art School x 2
Dance Studio
Swimming Pool
Sports Hall
Squash Courts
Pavilion Changing Rooms
Groundsmans Tea room
Theatre x 2
Head Master's Office
Bursar's Office
Main Kitchen x 2
Common Room
The Library
Chapel (Verger's Office)
Domestic Services Rest Room
Porters' Lodge Reception
CCF Office
College Minibuses
College work Vehicles
Numerous Sports First Aid Bags

Additional items will be added to specific first aid kits where requirement is deemed necessary by the Health Centre Manager and College's Health and Safety Committee.

Additional first aid kits, for specific activities and trips are available for short term loan from the Health Centre.

The swimming pool has a floating spinal board (on the wall, pool side)
(This equipment must only be used by fully trained personnel).
They all must be replaced after use.

Vehicles used to transport students

First aid boxes will be provided in all the vehicles used for transporting students. It is the responsibility of the driver to ensure that the contents of the first aid box have not been used (boxes are sealed with a paper seal). Drivers using any items from the first aid box should inform the transport manager who will provide a replacement immediately the vehicle has returned to College. The actual contents of the first aid boxes within vehicles will be determined by legislation (The Road Vehicles [C & U] Regulations 1986, schedule 7).

Ambulance access

Should an ambulance be required to attend an incident, contact is to be made by the fastest means via the 999 system. Please ensure the ambulance service is given exact details of where they should go (Lancing College is not sufficient) and a guide is to be sent to meet the ambulance at the agreed point to direct it to the casualty by the shortest route. Access to the Dyke Field sports pitches can be obtained from the Coombes Road. An emergency key, to the Coombes Road gate, is held in the both the hockey and rugby store rooms.

First Aid Room

The Health Centre is the nominated First Aid Room.

First aid notices

Suitable notices are displayed in prominent positions about the College which indicate the names and contact information of first aiders and the locations of first aid equipment. A list of first aid trained personnel is also available on the intranet.

Reporting, Record Keeping and Reviewing

All first aid incidents, however minor, must be reported by the person giving first aid treatment and / or the person who received treatment, at the earliest opportunity. This person must enter all relevant information regarding the incident on the College Accident Form remembering that this information is "Need to Know" and, when completed, are treated as Confidential. Forms are completed on the VLE and returned to the Health & Safety Manager. However, the Health Centre may complete forms where necessary and passes them directly to the Health and Safety Manager for any further action to be addressed.

All first aid incidents and near misses are reported to the College Health and Safety manager for investigation and action where appropriate.

All incidents falling within the RIDDOR reporting process are dealt with by the Bursar's Personal Assistant as required.

All incidents logged through the College Accident Forms are reviewed on a regular basis by the College Health and Safety Committee. The Health and Safety Committee's main concern is the incident, the result of the incident, any patterns that occur, could a future similar event be avoided and what procedures if any can be put in place to reduce the likelihood of a reoccurrence. For confidentiality all names are removed from this detail.

The Health and Safety Committee will review periodically the provision and requirement for first aid within the College to maintain levels of cover and ensure ongoing requirement match, College needs.

Guidelines for administering of first aid

If in doubt about any injury, refer to the Duty Nursing Sister for advice

Ext : 5916

Mobile : 07990500707

All incidents must be reported on the College Accident Form on the VLE and forwarded to the Health and Safety Manager ASAP.

MINOR INJURIES

Sprains, grass burns, pulled muscles, "dead leg", strained ligaments, tendon damage etc.

Treated on site and referred to the Health Centre if further treatment is required.

POTENTIALLY SERIOUS INJURIES

Fractures

Rest - keep warm - support the injured part.

Dislocations

Send for Ambulance and the duty nursing sister.

Eye Injury

Minor /Major trauma - cover with clean cloth, refer to Health Centre.

Head Injury

Stop - do not resume game/activity.

Suspect concussion?

Refer to duty nursing Sister. Any pupil concussed may not play contact sports again for three weeks.

Unconscious casualties MUST be taken by ambulance to hospital.

Unconscious patient

The vital action is to ensure that patient is breathing easily. Best position - lying prone with head to one side with fingers holding jaw forward to keep airway clear.

Call ambulance and send for Duty nursing sister.

If breathing stops commence resuscitation.

Serious injury.

Spinal Injury to neck or back should be considered if the casualty complains of severe pain at site of injury with loss of sensation below this and inability to move limbs below injury level.

DO NOT MOVE. Call for the emergency services (9.999) and send for duty nursing Sister and send guide for the ambulance.

Keep warm by covering with available clothes and 'space blanket'.

DO NOT GIVE DRINK OR FOOD

SPECIFIC MEDICAL CONDITIONS

Asthma

Calm and reassure the casualty and help them to adopt a comfortable breathing position, not lying.

Assist with administration of the casualties own medication. If no improvement contact the Duty Nursing Sister ASAP and/or ambulance.

Epilepsy

Protect the casualty from injury or harm.
After seizure check airway/breathing.
Place in recovery position/treat any injuries if necessary send for duty nursing sister.
Monitor duration of seizure.

Allergy

Assess the casualty and ask whether they know if they suffer from an allergy.

If yes, assist them to take their medication. Help them to adopt a comfortable breathing position and send for the duty Nursing Sister ASAP. If worried they are not responding to call for the emergency services (9.999).

If no, Treat any symptoms and call the emergency services (9.999) and the duty Nursing Sister.

Diabetes

Assess the casualty and ask whether they know if they suffer from any medical condition or carry any medical information.

Assist with administration of the casualties own medication if they have it. If no improvement or no medication contact the duty Nursing Sister and the emergency services (9.999) as appropriate.

Transportation of Injured Pupils

Minor Injury

Pupil to return to House either on his/her own or accompanied by another pupil if warranted.

Potentially Serious Injury

If a car is available move the casualty to the Health Centre if safe to do so. If no car is available, send a messenger to the nearest telephone for transport request.

The casualty should not be left alone. An adult should accompany the casualty at all times and if the teacher running the game/activity is the only one available, priority must be given to the injury and the game/activity stopped ensuring the remaining students are safe.

Serious Injury

The game/activity should be stopped ensuring the remaining students are safe. The pupil must not be left without adult supervision. Contact should be made with the Duty Nursing Sister and the emergency services (9.999) if appropriate. The nearest location with a telephone should be asked to make the emergency calls and guide sent to direct the emergency services directly to the scene if required.

FIRST AID ARRANGEMENTS FOR OFF-SITE VISITS AND ACTIVITIES

Leaders or another adult member/s of the party should have adequate knowledge of first aid for the visit or activity being undertaken. The level of first aid cover deemed necessary for the activity or visit should be determined by risk assessment, it should be at an 'EFAW (Appointed Person)' status level as minimum.

Categories of visit and first aid requirements

The level of knowledge, which may be required, will depend on many factors including:

- The result of the risk assessment conducted for the activity or visit to be undertaken.
- The nature of the visit, and whether it is residential – see below
- Those involved, including experience, ability and training
- The extent to which “outside” first aid assistance is available
- The environment, and particularly the remoteness or otherwise of the location

Hence after Risk Assessment the activity should be categorised into one of the following levels of risk:-

Category A: Day trips, visits and sports in the local area

These are activities and visits within the local area which present no special risks and can be safely supervised by a leader judged competent to lead educational visits and sporting fixtures generally and where medical assistance is readily available or can be accessed reasonably quickly. Examples will include:

- Walking in parks
- Field studies in non-hazardous environments
- Sporting fixtures

Category B: Outside local area or overnight but within UK

These are activities and visits outside the local area, but within the UK mainland, which present no special risks and can be safely supervised by leaders who have had more experience of leading these types of activities and are judged competent to lead educational visits and sporting activities generally. There may be need for more formal first aid experience/qualifications if assessed necessary in the risk assessment connected for that activity. Examples will include:

- Visits to museums and galleries in London
- Participation in a non-hazardous sporting event in another town or location away from Lancing

- Visits to theme parks
- Field studies in other towns or cities

Category C: Hazardous visits or activities and overnight abroad

These could include some of the following but the risk assessment will determine the level of first aid cover required:

- Residential trips; and/or
- Any visit or activity deemed hazardous; and/or
- Visits abroad
- Activities or visits involving persons deemed to be vulnerable

On a Category C visit or activity, it is desirable that a fully certificated first aider be included in the party, unless provision is available at the location, and will be accessible to the party throughout their activities. In this case the journey **must** be covered by someone who is trained to EFAW (appointed person) level as a minimum.

In the 'wilderness', on Category C activities, when the normal emergency services will be more than 30 minutes travelling time by foot or 2.5 kilometres in distance at any time, in that terrain, the party **must** include a fully certificated first-aider trained for the relevant activity/terrain. The travelling time must take into account uphill sections and precipitous ground conditions, which would need to be traversed by the emergency services.

First Aid Equipment

For all visits and associated journeys, an appropriate first aid kit must be readily available and its contents checked and replenished regularly.

The Health and Safety Executive recommend the following is included in a first aid kit, where no special risk of injury is anticipated:

- a leaflet giving general advice on first aid
- six individually wrapped and sterile adhesive dressings
- one large un-medicated wound dressing, approximately 18cm x18cm
- two triangular bandages
- two safety pins
- individually wrapped and sterile cleansing wipes
- one pair of disposable gloves
- a resuscitate (for hygienic mouth to mouth resuscitation) may also be helpful

Emergencies

If emergency treatment is required College procedures must be followed, the student should be accompanied at all times and the College kept informed of the situation. Should the need arise to take pupils to a hospital or doctor, the following should be observed.

“Generally, staff should not take pupils (young people) to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance”. The College has ‘Occasional Business Use’ insurance to cover this eventuality but staff members must register the vehicle with the College to ensure insurance cover first.

To ensure that first aid kits are suitable for use when needed, below is a list of those responsible for arranging the following checks:-

1. Check the kits monthly (get replacements from the Health Centre).
2. Take the kit to the Health Centre annually for full inspection.
3. Ensure all first aid incidents are reported in the Accident Book held in the Bursary so that records are maintained and any reportable incidents can be followed up.

| | | |
|---------------------------------|-----------------------------|---|
| Art School x 2 | Art Technician | |
| Bursary | Bursar's Personal Assistant | |
| Catering Dept x 2 | Catering Manager | |
| Catering Van x 1 | Catering Manager | |
| CCF | SSI | |
| Chemistry Labs x 3 | Science Technician | |
| D&T x 2 | DT Technician | |
| Dance studio | Head of PE | |
| Domestic Services | Domestic Services Manager | |
| Domestic Services van | Domestic Services Manager | |
| Electricians Workshop | Health and Safety Manager | |
| Exams/ Academic Admin | Exams Officer | |
| Farm project | Farm Manager | |
| Grounds Van | Head Groundsman | |
| Grounds office | Head Groundsman | |
| Head Master's Office | Head Master's Assistant | |
| Library | Head Librarian | |
| Post Room | Post Room Staff | |
| Maintenance office | Maintenance Manager | |
| Maintenance Vehicles x 5 | Maintenance Manager | |
| Maintenance workshops | Maintenance Manager | |
| Minibuses | Transport Manager | |
| Pavilion | Head Groundsman | |
| All Boarding Houses. | House Matron | |
| Sports Hall | Domestic Services Manager | |
| Sports Staff x 40 bags. | Director of Sports | To be returned to Health Centre at the end of each term for restocking as necessary. |
| Squash court | Director of Sports | |
| Swimming pool | Swimming Pool Supervisor | |
| The Common Room | Common Room Steward | |
| Theatre | Theatre Technical Manager | |