



ST. HUGH'S COLLEGE, OXFORD

FIRST AID POLICY

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First Aid Policy

Summary:

This Policy aims to be in line with the University Policy statement S4/14 - *Arrangements for First Aid on University Premises*: Oct 2013 (University Safety Office).

Introduction

This policy describes the arrangements St Hugh's College have in place to give immediate help to those who may, for any reason, fall ill or be injured. It covers the assessment of our first aid needs, provision and training of our first aid personnel and the first aid equipment available around the college site.

Assessment of first aid needs in St Hugh's College

St Hugh's College is required to make adequate and appropriate first aid provision in accordance with the H&S (First Aid) Regulations 1981. An assessment of the college needs should provide clarity of the required equipment for each area.

The minimum provision St Hugh's College should provide is:

- a. suitably stocked first aid box
- b. an Appointed Person to take charge of the First Aid arrangements
- c. information that is visible for employees / students / visitors on the first aid arrangements
- d. telephone accessible for making 111 or 999 calls

First aid materials and equipment

The minimum level is a suitably stocked and identifiable container. First aid containers are green with a white cross, they protect the contents from dirt and damp. However, there should be enough first aid containers depending on the assessment of need to the area. They should be easily accessible.

Contents of the first aid container

The minimum content is:

First Aid Box

Contents 1-20 First Aid Kit.

- 1 x Guidance leaflet
- 40 x Plasters (assorted sizes)
- 4 x No. 16 Eye dressings
- 4-6 x Triangular Bandage with x2 safety pins

9 x Medium Dressings

3 x Large Dressings

2 x Gloves pairs

10 x Wipes (alcohol free)

Additional quantities and items may be added as identified by the assessment needs of the area. Only items useful for first aid should be kept in the container. Never store medicines or tablets.

The College Nurse has been nominated to maintain first aid provisions. This includes maintaining an up-to-date accident record book and ensuring staff replace items when used.

Location of First Aid Kits

1	Lodge
2	Kitchen Office
3	Housekeeping Office
4	Library Office
5	Maintenance Tea Room
6	Maplethorpe Building Kitchen
7	Gardeners' Office
8	87 Banbury Road – MCR Kitchen
9	College Office
10	Dickson Poon Building Lodge

Tablets and medicines

Administering the above is outside the scope of a first aider, except where a first aider has been taught to administer Aspirin in suspected heart attack.

Where individuals use prescription medications (e.g. inhalers or tablets), first aiders training limits them to helping the individual administer their own medications.

Defibrillators

St Hugh's College has elected to have two automatic external defibrillators (AED's) available for emergency situations. These AED's are located in the Dickson Poon Building reception and also in the main College Lodge at the St Margaret's Road entrance. These are now virtually

maintenance free and can be operated by untrained individuals. However, the University Safety Office endorses first aid training that includes defibrillator training as highly desirable.

First aid kits for travellers and field work

Suggested minimum contents see above 3a.

First Aid rooms

Following the guidance as set out by the University Safety Office, a designated first aid room is not required as we have a designated Nurses Room for use on site.

First Aid personnel

There are three categories of first aid personnel and the needs assessment should identify which is appropriate to the department's circumstances. It should also identify how many are needed and where they are located.

Appointed person

Where assessment identifies that a first aider is not necessary, then the minimum requirement is an appointed person. It is recommended that this person receives basic first aid training, but it is not a legal requirement.

First aiders

Following departmental assessment, the following provision has been identified as adequate and appropriate to cover all areas. First aiders must have undertaken a suitable course of training from a competent training provider and hold a valid certificate of competence.

Department	No of First Aiders	Type
Lodge	All Staff	First aid at work (3 Day)
Gardens	1	First aid at work (3 Day)
Kitchen/Dining Hall	2	First aid at work (3 Day)
Maintenance	2	First aid at work (3 Day)
Bar	1	First aid at work (3 Day)
Junior Deans	All	First aid at work (3 Day)
Conference Team	2	First aid at work (3 Day)
Housekeeping Supervisors	All	First aid at work (3 Day)

From 1 October 2009 two types of first aid qualification may be obtained.

- (i) **Emergency First Aid at Work (EFAW).**

The needs assessment may indicate that it is sufficient for first aiders to hold the EFAW qualification. This requires a minimum of six contact hours of training (one day), but no final practical assessment is needed for the award of the qualification. Qualifications are valid for three years, although annual refresher training is highly recommended in order to ensure first aiders maintain basic skills and keep up to date with the latest first aid procedures.

On qualification EFAW Certificate holders should be able to:

- understand the role of the first aider, including the importance of preventing cross infection;
- the need for recording incidents and actions;
- use of the available equipment;
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- administer first aid to a casualty who is unconscious (this includes dealing with seizures);
- administer cardiopulmonary resuscitation;
- administer first aid to a casualty who is choking;
- administer first aid to a casualty who is wounded and bleeding;
- administer first aid to a casualty who is suffering from shock;
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

(ii) First Aid at Work (FAW) qualification.

Where the needs assessment indicates a higher level of risk then it is appropriate to appoint first aiders with a FAW qualification. This involves at least 18 contact hours (a minimum of three days) of training followed by practical assessment and leads to the award of the FAW Certificate. Qualifications are valid for three years, although annual refresher training is highly recommended in order to ensure first aiders maintain basic skills and keep up to date with the latest first aid procedures.

On qualification FAW Certificate holders should be able to:

- provide emergency first aid at work (see preceding section).
- administer first aid to a casualty with injuries to bones, muscles and joints, including suspected spinal injuries.
- chest injuries.
- burns and scalds.
- eye injuries.
- sudden poisoning.
- anaphylactic shock.
- recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

First aid training

First aid courses no longer have to be approved by the HSE but training providers must be able to demonstrate that courses meet all the criteria previously set by them.

Such providers will include:

- training providers who operate independently of any such scheme but who choose to demonstrate their competence by providing evidence that they meet the criteria set out by HSE;
- any of the Voluntary Aid Societies (St John Ambulance, British Red Cross and St Andrew's First Aid).

Specialist first aid training

Where the first aid needs assessment indicates that further specialist training is required (e.g., for treating chemical burns, or administering oxygen) then the University Occupational Health Service should be consulted.

Information for employees and others

All employees need to know the location of first aid equipment (including AEDs) and personnel. Induction training for new staff and students should include this information, which should also be available on notices posted in prominent locations throughout the College. Out of hours First Aid provision will be provided by St Hugh's College Lodge Staff.

Action required

The appointed Health and Safety Manager should review the First Aid Policy on an annual basis and modify as appropriate.