



FIRST AID POLICY

First Aid can save lives and prevent minor injuries becoming major ones. Tutors' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Tutors and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the College in the same way that parents might be expected to act towards their children. At Bath Academy we provide the necessary equipment and facilities to ensure that adequate first aid cover is available to staff, students and visitors. This provision is available at all times while people are on the College premises, and also off the premises whilst on College visits. This provision is supplemented with a risk assessment to determine any additional provision that may be necessary.

First Aiders

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| Appointed Person | Peter Stroud |
| Staff holding First Aid at Work: | Alison Gourmley Emma Attride Peter Stroud Stephanie Williams John Desmond |

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| Staff | A list of holders of recognised first aid qualifications is displayed in Student Services |
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First Aid Boxes

These are controlled by the Office Administrator. See appendix 1 for their location. These are checked termly and staff are asked to alert the Office Administrator of any missing items.

Off-site Activities and Trips

The member of staff in charge of the activity or trip should obtain a first aid container from the Office Administrator. He/she should ensure that he/she has any specialist equipment that may be required as detailed in the activity risk assessment. One member of staff should have a current first aid

qualification. It is the responsibility of the person organising the activity or trip to ensure there is adequate cover.

First Aid Training

First Aid courses are organised by the College and run by St John's Ambulance. These are voluntary. Within the College we would expect each department to have one qualified first aider. Staff may also attend other recognised training courses in first aid.

Out of College Hours

During out of College hours, staff/students in College Residences have access to first aid equipment. The college has an emergency 24 hour phone service.

The role of the Appointed Person

The appointed person at Bath Academy is Peter Stroud. All medical matters and first aid issues should be directed to him. Peter Stroud will take charge when someone is injured or becomes ill. Peter is responsible for the first aid equipment and for restocking the first aid containers. He will ensure that an ambulance or other medical help is summoned when appropriate.

The role of the First Aider

All first aiders must complete a training course approved by the Health and Safety Executive. In the event of an injury or illness, the first aider should give immediate help to the casualty. If necessary he/she should send for the Office Administrator or Emma Attride or the emergency services.

First Aid Information

Basic first aid and CPR techniques are displayed in areas of the College as deemed necessary by the Appointed Person. These are regularly updated.

Risk Assessment

This should be reviewed annually or at any time after an injury has occurred. Heads of Department in high risk areas are responsible for their own first aid risk assessment. This should be carried out with the help of the Appointed Person. The Principal and the Appointed Person should carry out the College first aid risk assessment.

Students with Special Medical Needs

The Appointed Person with the help of the Principal should draw up an individual health care plan for students with medical needs. Parents are responsible for supplying information about medicines that their son or daughter needs to take while at College, and for letting the College know of

any changes in the prescription or the support needed. The parent or doctor should provide written details including

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Other treatment required
- Any side effects

In addition parents must provide written consent for the treatment and administration of medication by a member of staff.

Contacting First Aid Personnel

The Appointed Person – Peter Stroud can be contacted in Room 8. First aiders can be contacted through Reception and Room 8

First Aid Accommodation

The College provides an area where treatment can be administered. This is controlled by the Appointed Person.

Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves are to be found in all first aid containers.

- With regard to suspected and confirmed notifiable or infectious diseases the HPA will be consulted.
- The office staff will inform staff of any infectious diseases and any necessary precautions. Parents/guardians may also be notified in writing.
- Students and staff must remain absent until 24 hours after their last bout of vomiting or diarrhoea.
- Information regarding compulsory absence due to infection is displayed in the college.

Dealing with spillages of bodily fluids

- All body fluids potentially carry transmittable disease, the biggest risk being Hepatitis B, which is difficult to destroy and is carried by up to 20% of the population, Hepatitis C, D and G can also be carried in the blood. HIV can be present in freshly spilt blood, but does not survive outside the body for more than a few seconds.
- Employees are expected to fully comply with the controls set out in this procedure. As it is not possible to identify all circumstances where employees are not at risk from disease associated from body fluids,

controls are based on the concept of 'Universal Precautions'. So ALL body fluids should be regarded as potentially infectious.

Control of risks (Universal Precautions)

- Wash hands before and after every potential contact and avoid hand to mouth/eye contact
- Wear gloves when contact with blood or body fluids is anticipated
- Protect skin lesions and existing wounds by means of waterproof dressings and/or gloves
- Avoid use of, or exposure to needles and sharp objects, where unavoidable
- take care in their disposal
- Avoid contamination of the person by waterproof or plastic apron
- Control surface contamination by blood and bodily fluids through containment and appropriate decontamination procedures
- Dispose of all contaminated waste and linen safely. Waste must be placed in a biohazard bag and dealt with as clinical waste (so environmental health must collect)
- Use 'Presept' decontamination granules/tablets in line with manufacturer's instructions.

First Aid

- 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 Hospital AS SOON AS POSSIBLE (within one hour if possible, and CERTAINLY within 24 hours).

Procedure for the decontamination of surfaces/ equipment.

- Spillages of Body Fluids (i.e. blood, urine, vomit) on Hard Floors.
 - Use of Presept granules:
 1. Wearing disposable vinyl gloves and using disposable paper towels, wipe up excess Body Fluids.
 2. Using Presept granules, sprinkle over the spilled body fluid, sufficient to solidify and disinfect the spillage. Cover with paper towels and leave for 10 minutes.
 3. Then mop up the jellified material and clean the area with soap and hot water.
 4. All items used in this process MUST be disposed of in yellow biohazard bags.
 5. Environmental Health must collect the biohazard bag for incineration.

- Spillages of Body Fluids (i.e. blood, urine, vomit) on Carpets
 - Using Sanitaire Powder:-
 1. Wearing disposable vinyl gloves and using disposable paper towels, wipe up excess Body Fluids.
 2. Using Sanitaire granules, sprinkle over the spilled body fluid, sufficient to solidify and disinfect the spillage. Cover with paper towels and leave for 10 minutes.
 3. Then mop up the jellified material and clean the area with soap and hot water.
 4. In the event of experiencing any difficulties in the removal of powder residue (e.g. from Loop Pile Fibre) then apply Enhance Spot Remover to pile to breakdown gel and wipe clean.

All items used in this process MUST be disposed of in yellow biohazard bags. Environmental Health must collect the biohazard bag for incineration.

Cleaning of Surfaces

1. Dissolve Presept tablet/s in water (see table 1 Dilution instruction for Presept disinfectant tablets).
2. Wearing disposable vinyl gloves, wipe down contaminated areas with disposable disinfectant saturated cloth soaked in Presept solution.
3. Disposable disinfectant saturated cloth, gloves, etc. MUST be disposed of in a yellow biohazard bag.
4. Biohazard bags MUST be collected by Environmental Health for incineration.

Guidance on calling an ambulance

Call an ambulance immediately if a student is:

- in anaphylactic shock, is having a diabetic hypo and not responding to glucose, is having a fit and is not a known epileptic, having a severe asthma attack
- Unconscious, a suspected fracture or profound bleeding
- Vomiting or suffering double vision after a head injury
- Suffering from a very high temperature(39 +) and not responding,
- In any case where there is doubt or where a guardian cannot be contacted

Reporting Accidents

A record of any first aid treatment given by first aiders should be kept. This should be on the official HSE form which can be found in Reception. This should include:

- The date, time and place of the incident;

- The name of the injured person or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards;
- The name and signature of the first aider or person dealing with the incident.

Copies should be given to the Appointed Person.

Updated Oct 2011

Appendix 1

Location of First Aid Boxes

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