FIRST AID POLICY
(Version 5)

Introduction
This Policy reflects the College’s commitment to meeting its duties under the Health and Safety (First Aid) Regulations 1981. In doing so, it recognises that adequate first aid provisions must be provided to employees and other persons who may be injured or become ill at work, during the course of their studies, whilst visiting College premises, or where it has responsibility for the management of off-site activities.

Definitions
1. For the purposes of this Policy, ‘first aid’ means:
   i. ‘Cases where a person will need help from a medical practitioner or nurse, treatment for the purposes of preserving life and minimising the consequences of injury and illness until such help is obtained, and;
   ii. Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse’.
2. ‘College First Aider’ means, ‘someone (usually a member of College staff) who has attended the appropriate certified level of training to enable them to give emergency first aid to someone who is injured or become ill while at work, and to others (e.g. students, visitors to the College)’.
3. ‘Other first aid personnel’, are certified first aiders (in the same way as ‘College First Aiders’) but with additional levels of training appropriate to their needs (e.g. field work and other offsite activities, sports first aid).

Policy Statement
1. The College provides an effective first aid response to help maintain a safe and healthy working and learning environment for staff, students, visitors, and other persons who could be affected by its activities.
2. The College will:
   - Allocate appropriate resources, including equipment, to provide effective first aid responses which reduce, whenever possible, the severity of the injury/illness.
   - Apply risk assessment principles to establish first aid provisions and maintain appropriate numbers of both College First Aiders and other first aid personnel.
   - Use suitably trained College First Aiders or other first aid personnel to respond promptly to those people that are injured or require first aid. Suitable training will be that provided by one of the College’s approved accredited training providers. Alternatively, in the case of new staff with a current first aid certificate, equivalent training to that provided by the College’s approved provider.
   - Ensure that staff, students, visitors, and other persons are aware of how and where to obtain first aid assistance, including the procedure for requesting an ambulance.
   - Effectively record incidents and maintain statistics on injuries and illnesses.
   - Investigate incidents and first aid responses, so that corrective actions can be applied to continuously improve first aid responses and to reduce the risk of injury.

Roles and Responsibilities
3. In meeting its statutory obligations, the College has instituted the following organisational arrangements:
4. **Heads of Department/School and Directors of Professional Service** are responsible for:
   - Ensuring that any member of their staff who is nominated as a College First Aider is provided with sufficient time to attend necessary training and maintain the first aid equipment for which they are responsible.
   - Ensuring, where necessary, that their Department/School/Service has a sufficient number of other first aid personnel for specific requirements relating to their activities (e.g. fieldwork, sports first aid and special hazards).
   - Ensuring that all new staff are provided with information relating to first aid provision as part of their departmental health and safety induction.

5. **The College Director of Health and Safety** is responsible for:
   - Ensuring that the College has a sufficient number of trained College first aiders on its premises by carrying out a first aid needs assessment and reviewing this assessment every 3 years, or after any significant change.
   - Ensuring that College first aiders receive adequate training in accordance with the current guidance issued by the Health and Safety Executive (HSE), and maintain records of such training.
   - Considering any request for additional first aid provision made by a Department/School/Service. Any additional provision considered necessary may be charged to that Department/School/Service.
   - Ensuring that records are kept for all Automated External Defibrillators (AED) equipment, including a suitable maintenance and testing programme.
   - The provision of advice and guidance on the requirements of this Policy and other first aid procedures.

6. **College First Aiders and other first aid personnel** are responsible for:
   - Attending and dealing with any first aid emergency as and when the occasion arises.
   - Requesting further medical help, where necessary.
   - Attending any training arranged for them in respect of first aid.
   - Not attempting to give first aid for which they have not been trained.
   - Completing a first aid treatment card, following the administration by them of any first aid treatment, and assisting, where necessary, with the completion of an accident/incident report.
   - Ensuring the first aid kit for which they are responsible is kept fully stocked and up to date.
   - Ensuring that the information contained on the first aid signs in their building is up to date for use by anyone in an emergency.
   - Familiarising themselves with the locations of all Automated External Defibrillators (AEDs) on College premises so that anyone sent to fetch an AED is given clear instruction on the nearest accessible unit.
   - Familiarising themselves with this Policy and associated first aid procedures.

7. **Individual members of staff and students** should:
   - Familiarise themselves with the procedures for requesting first aid and calling the emergency services.

**First Aid Procedures**

8. The arrangements relating to the provision of first aid at the College are detailed in the following procedures and associated formal documents:
   - First aid needs assessment
   - First aid equipment, materials and facilities
   - First aid personnel
   - First aid training
   - Infection risk (i.e. blood-borne viruses)
   - Insurance (legal indemnity)
   - Procedure for requesting first aid, including the emergency services
   - Automated external defibrillator (AED)
   - Accident/Incident Reporting
   - Lone working/out of hours
   - First aid and events
Compliance with this College Policy and Associated Procedures

9. Compliance with the requirements of this Policy and associated procedures will be reviewed by members of the College Health and Safety Office during the health and safety audit process.

10. This Policy forms part of the College’s Health and Safety Policy.

Director of Health and Safety
Version 5

Approved by: Planning and Resources Committee
Date: before
To be reviewed: before