



# **KINGSTON COLLEGE OF LONDON**

## **FIRST AID POLICY**

## **The responsibility for Health and Safety includes First Aid.**

First Aid is basic medical treatment given to somebody as soon as possible after they have been hurt in an accident or suddenly become ill. The First Aid procedure at Kingston College of London is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how major or minor.

It is emphasised that the team comprises qualified First Aiders and the intermittent services of a qualified Nurse, not trained doctors. The term 'First Aider' refers to these members of staff who are in possession of a valid First Aid at Work certificate or equivalent. In the event of an accident all members of staff should be aware of the support and the procedures available. Generally, the consequences of taking no action when an accident happens are more likely to be more serious than trying to assist in an emergency. Staff should do their best to secure the welfare of the student.

The provision of First Aid must be available at all times.

A risk assessment is necessary to identify First Aid needs and ensure adequate provision is made, which should take into account:

- Students with specific conditions, such as asthma and allergies
- Specific hazards around the College
- When to seek help
- The documentation of treatment administered

A First Aider will have attended a recognised First Aid course approved by the Health and Safety Executive.

Certificates are valid only for three years. Refresher training can take place before the certificate expires; otherwise a full course of training has to take place once the certificate is no longer valid. It is important that First Aiders are reliable, with the ability to cope with stress and good communication skills. First Aiders must only give First Aid treatment for which they have been trained.

All staff should be aware of who the First Aiders are and the location of the First Aid boxes.

### **First Aiders will:**

- (1) Attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where loss of blood or body fluid is evident, calling for help from other First Aiders or emergency services. Non latex gloves are provided in each First Aid box.
- (2) Help fellow First Aiders at an incident and provide support if necessary
- (3) Act as a person who can be relied upon to help when the need arises
- (4) Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly or asking next of kin to collect them and take them themselves
- (5) Arrange for next of kin to be contacted to accompany the student to hospital
- (6) Keep a record of each student attended to, the nature of the injury and any treatment given. The Accident Book must be completed by the appropriate person.
- (7) Ensure everything is cleared away, using gloves, and every dressing etc be put in a yellow bag for contaminated/ used items and sealed tightly before disposing of the bag in a bin. Any bloodstains must be washed away and no contaminated or used items should be left lying around.

The location of the First Aid box is: **MAIN COLLEGE RECEPTION**

The First Aid boxes are regularly checked and maintained by First Aider.

### **Procedures**

Students who suffer an accident but are well enough to walk should be sent to the First Aider accompanied by another student.

Students who are not well enough to walk should be kept in site and a message sent to the First Aider who will then attend and take the necessary action. If the First Aider feels that they cannot adequately deal with the condition presented then they should call the emergency services.

In case of an emergency dial 999. Ask for an ambulance and be ready with the following information:

- (1) College telephone number - 02085146446
- (2) College address
- (3) Exact location of accident and easiest access to site
- (4) Your name
- (5) Details of the accident and injury

No student should be sent to hospital without the next of kin's involvement, the exception being an emergency. It is the responsibility of the First Aider to contact next of kin that they either come to the College to accompany the student to the hospital.

First Aider is responsible for reporting to the HSE accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and filling in a RIDDOR report. If the following accidents injure either the College's employees during an activity connected with work, or self-employed people while working on the premises, they must be reported

- (1) Accidents resulting in death or major injury, including as a result of physical violence
- (2) Accidents which prevent the injured persons from doing their normal work for more than three days, including acts of physical violence