



OXFORD
TUTORIAL COLLEGE

First Aid Policy & Procedures

Revised: August 2017

Review: August 2018

1. Policy Aims

To ensure:

- The college complies with paragraph 3(14) of the Schedule to the Education (Independent School Standards) England Regulations 2010 (SI 2010/1997); the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 and the *First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance. (SI 1974/2013)*.
- The policy is available to all parents, students, staff and visitors to the college.
- The College's first aid provision is sufficient to safely and effectively tend to all students, staff members and visitors in the event of any illness, accident or injury whilst on College premises or under its care.
- The College's first aid provision (for instance the number of First Aiders, Appointed Persons, first aid boxes and contents) is based on the results of an appropriate risk assessment conducted annually (at least) by the Principal or appointed deputy with suitable first aid experience.
- All staff, students and visitors are aware of the procedures in the event of any illness, accident or injury.
- **All persons are aware that in the event of a serious medical emergency the basic first aid procedure below should be followed and emergency services should be contacted immediately by dialling 999 BEFORE implementing the more detailed first aid procedures described in this policy.**

BASIC FIRST AID PROCEDURE

In the event of a serious medical emergency or if in any doubt:

- Stay calm and reassure the casualty.
- Contact the emergency services by dialling 999 or 112.
- If possible do not leave the casualty unattended. Shout for assistance if necessary and send a colleague to call the emergency services. Only leave the casualty to call the emergency services if no one comes to your aid and you do not have a mobile phone to hand.
- If possible call for the assistance of a First Aider or contact Reception on 01865 793333 and the receptionist will send a First Aider to assist.
- If necessary ensure the ambulance has access to the accident site.

2. Responsibilities

- **The Principal** of Oxford Tutorial College Ltd, as the employer, has overall responsibility for ensuring the College has adequate first aid facilities, including appropriately qualified First Aiders, sufficient first aid equipment and ensuring the First Aid procedures are adhered to. The Principal is responsible for ensuring that all staff,

students, parents and visitors have access to this policy, including those with reading or language difficulties.

- **The Health and Safety Officer (HSO)** - The Principal delegates the day-to-day responsibility of the College's first aid provision to the Health and Safety Officer. These duties include:
 - collating relevant medical information for staff and ensuring First Aiders and line managers have access as necessary; arranging risk assessments for individual staff as required;
 - ensuring that First Aiders have completed a Health and Safety Executive (HSE) approved First Aid course and hold a valid First Aid certificate which is kept up to date by undergoing retraining at least once every three years;
 - ensuring that each site has the minimum recommended number of First Aid personnel (First Aiders and/or Appointed Persons) in accordance with *Health and Safety (First Aid) Regulations 1981* and the College's risk assessment; there will be at least one First Aid personnel on each school site and accompanying the students on an educational excursion in accordance with the requirement identified in the risk assessment undertaken for that excursion;
 - maintaining first aid stocks and ensuring first aid kits are replenished as required, removing out-of-date items;
 - ensuring all accidents and medical incidents are recorded and reported in accordance with RIDDOR if necessary; records should be kept for a minimum of 3 years.
 - Investigation and review of accidents and incidents to reduce the risk of a similar incident happening again.
- **The Student Services Director (SSD)** – The Principal delegates the responsibility for overseeing the students' medical health to the Student Services Director. These duties include:
 - collating medical consent forms and relevant medical information for each student and ensuring staff have access as necessary; arranging risk assessments for individual students as required;
 - updating records for any changes in medical details
 - ensuring adequate medical provision for students who have particular medical needs;
 - ensuring staff report any instance of a student becoming unwell whilst attending college.
- **A qualified First Aider** is responsible for giving immediate first aid to students, staff or visitors as necessary and calling the emergency services or other medical assistance when needed; First Aiders must ensure their qualification is kept up to date and should contact the HSO to book a refresher course at least 3 months before their current qualification expires; see *Appendix 1* for a list of qualified First Aiders and *Appendix 2* for a list of key personnel.
- **An Appointed Person** is a member of staff who is not a qualified First Aider but has been given responsibility for looking after first aid facilities and equipment and is responsible for calling the emergency services if necessary; Appointed Persons are not trained to administer first aid.
- **All Staff** are responsible for reading this policy and being aware of who to contact in the event of any illness, accident or injury and follow the correct procedure outlined in this policy for the administration of first aid.
- **Anyone on College premises** – is expected to take reasonable care of their own and others' safety. In an emergency a visitor can use the telephone in the Reception Office. The details of qualified First Aiders are detailed by the first aid notice on each floor and a list of First Aid boxes is detailed in *Appendix 1*.

3. First Aid Provision

3.1 Dedicated Medical Room

The College has the facility of a dedicated medical room with a wash basin situated in the basement of the main site at 12 King Edward Street. There is a bed available which can be used for the recovery of or to monitor an injured/unwell person or an individual awaiting further medical care. There is also a first aid kit, a small fridge for the storage of medication and an eye wash station. The room should be kept locked when not in use; the key is located in the key cabinet in Reception – it is labelled key 12. Toilet facilities are within easy access on the same floor. There is also a bio-hazard bin for the disposal of clinical waste placed into yellow bio-hazard bags ready for collection.

3.2 First Aid Boxes

The first aid boxes are made of a suitable material to protect the contents and are clearly marked with the recommended marking - white cross on green background. A sign is displayed on the main notice board of every floor indicating where the first aid kit is located.

See Appendix 1 for a list of first aid box located on the College's teaching and managed accommodation premises.

A first aid box should only be used by a qualified First Aider in the time it takes for an ambulance to arrive or for very minor injuries such as small cuts.

First aid boxes and travelling first aid kits contain sufficient quantities of suitable first aid materials and nothing else. The contents are stocked in accordance with BSI standard BS 8599: Workplace First Aid Kits and the suggested guidelines in paragraph 36 of the First Aid Guidance. For most First Aid boxes sufficient quantities are considered to be:

- A general guidance card on first aid advice
- 20 individually wrapped sterile, adhesive dressings in assorted sizes, appropriate for the work environment
- 2 sterile eye pads, with attachment
- 2 individually wrapped triangular bandages
- 6 safety pins
- 3 medium sized individually wrapped sterile un-medicated wound dressings (approx. 10cm x 8cm)
- 3 large individually wrapped sterile, un-medicated wound dressings (approx. 13cm x 9cm)
- Alcohol free cleansing wipes (saline) – 10 minimum
- Latex-free gloves – minimum 4 pairs (various sizes)
- One resuscitation shield
- One Hydrogel/Burnshield burn dressing
- One pair of tough cut scissors
- One disposable heat-retaining blanket

For specialist activities such as sports, additional stock relevant to that activity may be considered useful as identified in a specific risk assessment (for instance, ice packs). Any additional items must be approved by the HSO and appropriate training provided.

Medication should not be kept in the first aid box including aspirin, paracetamol, ibuprofen etc. However in the event of a suspected heart attack, aspirin can be given to the casualty by a trained First Aider.

In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Each container should hold 300ml and at least 900ml should be provided. Once opened, they must not be reused. The use of eye baths, cups or refillable containers is not recommended. An eye irrigation system is supplied in the Science Laboratories. Science staff and first aid officers should familiarise themselves with its operation.

To ensure a sufficient supply of materials, the contents of first aid boxes should be replenished by the First Aider as soon as possible after use. All first aid boxes should be checked regularly to ensure the contents are not used after their expiry date. Any deficiencies in supplies should be reported to the HSO for restocking.

Extra equipment, or items required for special hazards (i.e. antidotes) may be kept in or near first aid boxes but only where the First Aider has been specifically trained in their use. Special medical equipment or medication that needs to be stored in a cool environment can be kept in a small refrigerator located in the Medical Room in the basement (which is kept locked as required). A spillage kit is available in the Medical Room, Science Laboratories, Art Room and in the Bursar's Office on the first floor, they should only be used by trained staff and First Aid Officers.

For off-site premises arrangements will normally be made with the building occupiers or main contractor to share First Aid facilities. The HSO will inform staff of these arrangements, which should be recorded in writing. When shared facilities are not available, staff will be provided with a first aid kit left in the charge of the designated First Aider or Appointed Person.

For off-site activities and trips, a travelling first aid kit which is kept in the Bursar's Office should be taken and placed in charge of the designated First Aider or Appointed Person.

4. Procedure for Students with a Medical Condition

Before the student is admitted to the College, written parental consent should be obtained for the administration of First Aid and any medical treatment required for medical conditions such as asthma, epilepsy, diabetes etc. Administration of any medical treatment should only be undertaken by suitably trained staff.

A record is maintained on the database by the Student Officer of any student who needs access to an inhaler, Epipen, injection or similar medical item and the information is circulated only to staff on a "need to know" basis.

If necessary individual students will be given responsibility for keeping life-saving equipment with them and administering the medication as necessary. Alternatively it will be kept, suitably labelled in the fridge in the medical room or a suitable lockable fridge or cabinet kept on the accommodation premises. A student should be encouraged to self-administer their medication and written parental consent is required. The SSD will determine the procedure for access to and administration of the medication on a case by case basis.

5. Procedure in the Event of Illness

5.1 Duties of Tutor in Charge

If a student becomes unwell during a lesson then the tutor in charge should assess the situation and decide on the next course of action.

- If necessary the student should be accompanied to the SSD, Student Officer or a qualified First Aider. The tutor should telephone in advance to indicate the student will be expected or ask for a member of staff to accompany the student, if no one else is readily available. The message can be relayed via Reception on 01865 793333 if necessary.
- A student who is injured or is in obvious pain or distress should never be directed to make their own way to the First Aider, but should be accompanied by an adult at all times.
- The First Aider will then decide the next course of action and provide first aid as required.

5.2 First Aider's Duties

Where further medical care is needed, one of the following procedures should be adopted by the First Aider, SSD or Student Officer:

- Ring for emergency doctor's appointment :
Dr Hammersley & Partners, 27 Beaumont St, Oxford. Tel 01865 311500
Dr Sichel & Partners, 28 Beaumont St, Oxford. Tel 01865 311811
- Call for a taxi or ambulance to take the injured person to hospital:
The nearest hospital is the John Radcliffe Hospital, Headington, Oxford
For an Ambulance Tel: 999 or 112
For a Taxi Tel: 01865 24000 or 01865 242424
- If the student is under 18, arrange a chaperone (which must be a responsible adult such as the Student Officer, the Personal Tutor or a parent if local) to accompany the student to the hospital or doctor's surgery.
- If it is not a serious medical emergency and the student is over 18 and expresses a wish not to be accompanied he/she should be informed it is at his/her own risk
- Inform the SSD and/or HSO of the incident as soon as possible and less urgently to inform tutors of any classes likely to be missed.
- SSD, Personal Tutor or Student Officer to contact the student's parents and inform them of the incident as soon as possible and to request the name of the student's GP and any allergies/medical conditions if this information is not readily available from the Student Officer's records. Any significant updates relayed to the college by the chaperone should be conveyed to the parents.
- On return from the hospital/medical centre/doctors' surgery the student should be encouraged to contact his/her parents in the presence of the chaperone, SSD, Personal Tutor or Student Officer giving them an update and informing them of the details of any after-care treatment required. If necessary the student should be taken home by either the chaperone, the SSD or the Student Officer or picked up by his/her parents.

5.3 Chaperone's Duties

- Ask reception to arrange a taxi if required (tel. 01865 240000 or 01865 793333)
- Take a mobile phone and inform reception of its number and have the college's mobile phone number to hand
- Obtain details of the student's GP and any allergies/medical conditions from the Student Officer
- Call in or text an update as soon as possible
- Make a note of any after care/treatment required and encourage the student to relay this to his/her parents on return to the college
- Arrange to take student home if necessary. If under 18 or if necessary, the student should be accompanied either by the chaperone, the SSD, the Student Officer or his/her parents.

6. Procedure in the Event of a Medical Emergency, Accident or Injury

In the event of medical emergency or an accident to a student, member of staff or visitor, staff should adopt the following procedure:

- Call for a designated First Aid Officer – see Appendix 1 for list of qualified First Aiders. If you cannot locate a First Aider, contact Reception on 01865 793333 and the receptionist will send for a first aider to assist.
- The first aider will determine the next course of action and if the casualty cannot adequately deal with the situation by administering first aid then the first aider should adopt the further medical care procedures above. If an ambulance is called the First Aider should ensure the ambulance has access to the accident site.
- Stay calm, reassure the casualty and do not leave unattended unless you are alone and do not have a mobile phone to obtain assistance.
- Do not give any medication (this includes aspirin, paracetamol, ibuprofen etc). A trained First Aider can administer aspirin to a heart attack victim.
- Report all medical incidents to the HSO.
- Ensure the first aid incidents is recorded in the accident book in the Reception Office – contact the HSO for advice if necessary. The completed form should be given to the HSO for confidentiality.

NB If there is any doubt as to the severity of an injury or the health (such as a heart attack) of any person on the college premises, do not hesitate to dial 999 or 112 immediately and ask for the ambulance service. In such an emergency, there is no need to contact the First Aider beforehand.

When calling for an ambulance it is important to remember to:

- give your name;
- give your location – address and post code if known and your whereabouts in the building eg 2nd floor, room 2.1;
- the name of the casualty and the injuries/symptoms involved including level of consciousness;
- check how long the ambulance will take to arrive;
- inform a First Aider after the call.

Staff should always call an ambulance in the following circumstances (although this is not an exhaustive list):

- significant head injury
- fitting, delirium, unconsciousness or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- severe loss of blood
- severe burns or scalds
- possibility of a severe fracture or internal bleeding

If it is necessary to obtain further medical assistance or call an ambulance a student should be chaperoned as necessary – see procedure above.

For a serious medical incident the SSD or HSO should contact the student's parents or staff's next of kin as detailed on their medical questionnaire held on their personnel record in the Bursar's Office.

7. Procedures for Control of Risk of Contamination from Bodily Fluids

All bodily fluids potentially carry transmittable disease including Hepatitis and HIV carrying the risk of contamination and infection. The following procedures should be followed to reduce the risk of contamination and in the event of contamination occurring to minimise any infection.

7.1 Avoid contamination and the risk of infection

To avoid contamination and the risk of infection when administering first aid treatment it is important for a First Aider to adopt the following procedures:

- Wash hands before and after every potential contact and avoid hand to mouth/eye contact as follows:
 - Wear gloves when contact with blood or body fluids is anticipated.
 - Use suitable eye protection and a disposable apron where splashing may occur.
 - Use a mouth shield if it is necessary to apply CPR.
- Protect skin lesions and existing wounds by means of waterproof dressings and/or gloves
- Avoid use of, or exposure to, needles and sharp object; where unavoidable take care in their disposal in a sharps box kept in the medical room
- 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 for collection by Environmental Health for incineration. A biohazard bin is located in the medical room.

7.2 In the Event of Contact with Bodily Fluids

If body fluids come into contact with eyes, mouth, or open wounds, to minimise the risk of infection the following precautions should be taken without delay:

- Wash affected part thoroughly with soap and water, washing eyes with tap water or an eye wash bottle and wash splashes out of nose and mouth with tap water taking care not to swallow the water.
- Encourage minor wounds to bleed.
- Affected persons should go to the Accident and Emergency Department AS SOON AS POSSIBLE (within one hour if possible, and CERTAINLY within 24 hours)
- Report details of contamination to the HSO.

7.3 Procedure for the Decontamination of Surfaces

Spillages of Body Fluids on Floor Areas

Use of Spills Kit (contact Facilities Manager):

- Sprinkle sufficient granules over the spilled body fluid to solidify and disinfect the spillage. Cover with paper towels and leave for 10 minutes
- Mop up the jellified material and clean the area with soap and hot water

All items used in this process MUST be disposed of in biohazard bags to be collected by Environmental Health. There is a biohazard bin located in the medical room.

Cleaning of Surfaces

- Wearing disposable vinyl gloves, wipe down contaminated areas with a disposable disinfectant-saturated cloth soaked in disinfectant solution
- The disposable disinfectant saturated cloth, gloves, etc. MUST be disposed of in a biohazard bag for collection by Environmental Health

8. Reporting Procedure

8.1 Record Keeping

- The First Aider should record the incident, however minor, in the accident book kept in Reception and hand the report to the HSO for confidentiality.
- All injuries, accidents and incidents should be reported to the HSO to ensure the correct reporting procedures are followed.
- The accident report should include the date, time, place of the incident, details of those involved and a brief description of the incident. What happened to the injured or ill person immediately afterwards should also be recorded. The reverse side of the report can be used if necessary.
- Records should be stored for at least 3 years or if the injured person is a minor (u18), then it should be kept until they are 21.

8.2 Reporting to Parents

- In the event of an accident or injury, parents should be informed as soon as possible.
- The SSD will decide how and when this information should be communicated in consultation with the Principal if necessary.

8.3 Reporting to HSE

- The College is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**) to report certain injuries, diseases and dangerous occurrences to the HSE.
- An accident involving a death or major injury should be reported immediately by calling the Incident Contact Centre (ICC) on 0845 300 99 23 (Monday to Friday 8.30am – 5pm. A report should also be submitted online within 10 days via the ICC website (as below).
- All other reportable injuries should be reported online to the ICC website:
<http://www.hse.gov.uk/riddor/report.htm>

8.4.1 Reporting of accidents involving staff

- Work related accidents resulting in death or major injury must be reported immediately to ICC, as detailed above, including injury sustained as a result of physical violence. Major injuries include: dislocation of hip, knee or shoulder; amputation; penetrating injury to the eye or loss of sight; fracture other than to fingers. Details of further injuries that require reporting to ICC are listed in the accident report book kept in Reception.
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than 3 days must be reported within 10 days.
- Other occurrences and incidents that should be reported to HSE or ICC are listed in the accident report book.

8.4.2 Reporting of accidents involving students or visitors

Accidents resulting in death or major injury or where the person is taken to hospital must be reported immediately, as detailed above. This applies where the accident arises from or in connection with:

- a College activity on or off the premises;
- the organisation or management of a College activity eg supervision of field trip;
- equipment, machinery or substances;
- the design or condition of the premises.

For more information on how and what to report to HSE, please go to <http://www.hse.gov.uk/riddor/index.htm>. This link can also be used to make a report online.

9. Monitoring and Review Procedures

The HSO reviews the accident reports on a regular basis to help identify trends, to assist with training and the implementation of new procedures to further minimise the risk of future incidents and accidents where possible. The accident reports are reviewed as follows:

- Annually (at least) as part of the First Aid risk assessment process
- As part of the termly health and safety governance meetings attended by the HSO and the governor responsible for overseeing health and safety in the college.
- As required at the monthly health and safety meetings attended by the health and safety steering committee.

The HSO will also undertake a review of procedures following a major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements and revision of procedures are necessary.

10. References

This report should be read in conjunction with the following College policies:

- First Aid Risk Assessment
- Health and Safety Policy and Procedures
- Child Protection Policy
- Disability Discrimination Access Policy
- Policy for Health and Safety of Students on Educational Visits

For further information regarding legal requirements for first aid provision in the College, please follow the links below:

Guidance for First Aid in Schools – Government publication:

<https://www.gov.uk/government/publications/first-aid-in-schools>

HSE First Aid at Work Legislation and Regulations 1981: <http://www.hse.gov.uk/firstaid/legislation.htm>

Appendix 1

12.5 List of Qualified First Aiders

QUALIFIED FIRST AIDERS LIST 2015 - 2016				
Employee Name	Job Title	Location	Date Passed	Renewal Date
Budd: Adrian	Tutor	Teaching premises: mainly based in Annex	17/06/15	16/06/18
Farr: Alison	Tutor	Teaching Premises: 5 Cambridge Terrace	14/03/16	13/03/19
Gill: Rupert	Sports and Social Organiser	Teaching premises: 11-13 KES and extra-curricular activities	03/07/15	02/07/18*
Greene: Yvonne	Programme Manager	Teaching Premises: 5 Cambridge Terrace	19/08/15	18/08/18*
Hartley: Catherine	Programme Manager	Teaching premises: mainly 11-13 KES and extra-curricular activities	19/06/15	18/06/18*
Ives: Lucy	Tutor	Teaching premises: Alfred Street	23/03/16	22/03/19
Lewis: Marc	Academic and Administration Manager	Teaching premises: based in office 2 nd floor 11-13 KES	05/02/14	04/02/17
Mealing: Robert	Programme Manager	Teaching premises: mainly based in 11-13 KES	19/06/15	18/06/18
Morgan: Roald	Tutor	Teaching premises: mainly based in Annex; sports activities: off site supervision	21/12/15	20/12/18
Pyrah: John	Admissions and Compliance Manager	Teaching premises: based in office 2 nd floor	30/10/15	29/10/18*

		11-13 KES		
Ridley: Jacqueline	Tutor	Teaching premises: Biology Lab, 11-13 KES	28/04/16	27/04/19
Salter: Angela	Accommodation and Welfare Officer	Teaching premises including student accommodation contact: based in office 1 st floor 11-13 KES	17/03/16	16/03/19*
Thomas: James	PE Tutor	Teaching premises and off premises for sports provision	27/03/15	26/03/18

Unless indicated otherwise, all of the above hold the “Emergency First Aid at Work” or “Emergency Schools First Aid” qualification (one day course) apart from:

*hold “First Aid at Work” qualification (3 day course and two day refresher course).

1.2 List of First Aid Boxes

Building	Activity	Location
11-13 King Edward Street	Teaching	Reception Office, Ground Floor (including accident book)
		Bursary, 1 st Floor (including spills kit)
		Staff Room, 2 nd Floor
		Science Laboratory, Basement (includes eye wash station and spills kit)
		Biology Laboratory, Basement (including spills kit)
		Medical Room, Basement (including spills kit)
3-5 King Edward Street (Annexe)	Teaching	Staff Room, 2 nd Floor (including accident book)
1 Alfred Street	Teaching	Corridor, 2 nd Floor
		Staff Room, 2 nd Floor
		Art Room, 1 st floor (including spills kit)
5 Cambridge Terrace	Teaching	Admin Office
Penson Gardens Junior Residence	Student accommodation for 15 – 17 year olds	Staff office. ground floor
Chilswell Road Adult residence	Student accommodation for 18 years +	Staff office, ground floor

Appendix 2 – List of Staff Responsible for First Aid Provision in the College

NAME	TITLE	ROOM	EXT
Jacqui Ecoeur	Principal	12 King Edward St.	223
Carole Nyssen	Student Services Director	Student Services Director's Office – 1 st Floor	233
Angela Salter	Student Officer	Student Officer's Office, 1 st Floor, 12 King Edward St.	201
Rupert Gill	Sports and Social Co- ordinator	Sports and Social Co- ordinator's Office, Ground Floor, 12 King Edward St.	270
Simon Guest	Facilities Manager, Health and safety Officer	Facilities Manager's Office, 3 rd floor 12 King Edward St.	233