

First Aid Policy

The LTC UK First Aid Policy sets out the essential aspects of our policy. These are as required by The Health and Safety (First Aid) Regulations which cover the arrangements to provide appropriate first aid throughout the schools across all its sites, activities and events.

Definition of First Aid

First aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.

LTC staff administering first aid should:

- assess the situation
- protect themselves and the casualty from further danger
- deal with any life threatening condition
- where necessary obtain medical assistance or refer the casualty on to medical staff as quickly as possible.

Duty to make first aid provision

The First Aid at Work Regulations place a duty on LTC UK to make provision for first aid by:

- Ensuring there is adequate and appropriate equipment and facilities to provide first aid to employees and non-employees who become injured or ill at work
- Ensuring that there are a sufficient number of 'suitable persons' able to administer first aid

First Aid Officers and 'Appointed Persons'

A suitable person to administer first aid can be either a First Aid Officer or an Appointed Person. LTC UK does not provide First Aid Officers but Appointed Persons known as 'First Aiders' provide first aid cover.

Requirements of LTC UK schools

A school of less than 50 employees needs an Appointed Person/First Aider

A kitchen of fewer than 20 employees need an Appointed Person

A school with more than 50 employees needs a First Aid Officer

The selection of First Aiders should take into consideration the individual's ability to cope with stressful and physically demanding circumstances.

Appointed persons/First Aiders

The Health and Safety Executive define an Appointed Person as follows:-

"When an employer's first aid needs assessment identifies that a first aider is not necessary, the minimum requirement is to appoint a person to:

- take charge when someone is injured or ill, including calling an ambulance if required
- look after the first aid equipment, e.g. restocking the first aid box.

Appointed Persons should not attempt to give first aid for which they have not been trained.

There is no legal requirement for Appointed Persons to have any HSE Approved First Aid training, however basic one and two day courses are available for Appointed Persons from HSE approved training providers.

Staff with training such as “Emergency First Aid” or and other such courses may take charge of the management of a first aid incident until more expert assistance becomes available, e.g. doctor, paramedic, ambulance personnel etc.

A First Aider may have responsibility for

- The upkeep of first aid equipment
- Giving immediate attention to an employee, student or visitor suffering from common injuries and illness and those likely to arise from specific hazards at work.
- Calling an ambulance or other professional help as required.

The amount of first aid equipment and trained personnel necessary will depend on the circumstances of each situation/location.

Training of First Aid personnel

All ‘Appointed Persons’ will complete, as a minimum, a course of four hours duration in Basic Life Support/Emergency First Aid. This course will need to be repeated at least once every three years to maintain competence.

Duties of the First Aid Officer/Appointed Person

All First Aid Officers/appointed officers should be aware of:

- Procedure for calling an ambulance;
- Guidance on Infection Control;
- Accident/Incident and First Aid Administered reporting systems;
- Procedure for obtaining replacement first aid materials.

All staff with first aid responsibilities will be covered by LTC UK’s Public Liability/Indemnity Insurance whilst administering first aid.

However they must ensure that their certificate is current and that they operate within the scope of their training and LTC’s operational procedures for the delivery of First Aid at Work

First Aid Equipment and Rooms

The assessment of first aid need, together with the risk assessment of activities, will determine the level of first aid equipment required.

- All first aid equipment must be contained in a suitably marked container,

ideally a green box with a white cross, and located in an accessible place.

- First aid boxes should protect first aid items from dampness and contamination by dust, fumes etc;
- First aid kits will contain items for administering first aid according to the HSE's guidance;

Note: Medication, disinfectants, ointments, etc. are not to be held in a first aid box under any circumstance.

The content and selection of first aid kits may vary in circumstances where the assessment of first aid need indicates this is appropriate (e.g. an alternative container for use in offsite activities).

A standard First Aid kit will contain the following items:-

- 1 leaflet giving guidance on first aid.
- 20 assorted adhesive plasters
- 4 triangular bandages.
- 2 sterile eye pads.
- 6 safety pins.
- 6 medium wound dressings.
- 2 large wound dressings.
- 3 extra large wound dressings.
- 2 pairs disposable gloves (blue nitrile – non powdered, not latex).
- 10 non-alcohol based cleansing wipes.

Also required are:

- Accident Report Forms with First Aid administered
- Several small yellow Clinical Waste Bags.

The assessment of first aid need may indicate a requirement for additional/ alternative items in some areas/circumstances.

Consideration should be given to providing scissors, non-adhesive dressings, adhesive tape, etc. These can be stored in, or alongside, the first aid box

Every First Aid Officer will have access to a first aid kit.

First Aid Rooms

LTC UK do not have First Aid rooms but will endeavour to provide a suitable quiet space

LTC UK will also have access to:

- o One - two blankets.
- o One – two pillows (with disposable covers)
- o Vomit/Sick bowls.
- o Cleaning materials.
- o Additional/Spare bandages and dressings.
- o Resuscitation mask.

Monitoring of First Aid Equipment

A designated staff member should inspect the first aid equipment within each box on a regular basis and replace any items as necessary, paying particular attention to expiry dates, cleanliness etc.

First Aid record keeping

Whenever a member of staff administers first aid, they should complete an Accident Report Form. When any first aid materials have been used, replacement materials for the First Aid kit should be restocked as soon as possible. Reporting such information will assist in the identification of activities which may cause ill-health or injury and will therefore help in the prevention of future incidents.

Information on First Aid arrangements

In order for our first aid arrangements to operate effectively, it is important that they are known and understood by everyone. The names of all current First Aid Officers are listed on student noticeboards in prominent positions near to entrances, reception desks, etc.

All new members of staff, as part of their induction training, will be made aware of LTC UK's first aid provision and current procedures in place.

Implementation of the First Aid Policy

In order that adequate and appropriate first aid provision exists across the schools, it will be necessary for the following to be carried out:-

- An Assessment of First Aid needs for each school and a review the assessment on a regular basis;
- Use the information from the Assessment of First Aid Need to determine the number and level of trained staff required and also any additional requirements
- Ensure that all members of staff are familiar with the first aid arrangements in
- their area;
- Keep an up to date list of First Aiders and display first aid notices in all buildings and First Aid rooms;
- Carry out regular audits/checks on first aid materials, rooms and procedures.