

FIRST AID PROCEDURE

1 FIRST AID ASSISTANCE Minor Injuries

For minor injuries advice should be sought from a qualified First Aider. The First Aider will decide if the casualty can be moved and the most suitable source of treatment for the nature of the injury.

Serious Injuries

For serious injuries advice should be sought from a qualified First Aider. If a qualified First Aider is not **immediately** available, the staff member should contact the emergency services.

- Dial 9-999 direct from any telephone extension
- Dial the College switchboard via 0

After 5pm, if a casualty requires **urgent medical attention**, dial 9-999 direct from telephone extension. In the event of a casualty requiring medical attention that is non-urgent, Dalkeith Medical Centre can be contacted on 0131 561 5500 or dial 111.

2 TRANSPORT OF AN INJURED PERSON

The College procedure on the transporting of an injured/ill person by taxi is:

- if the First Aider considers it necessary to transport an injured/ill person home, to a medical centre or a hospital, they shall order a taxi.
- the First Aider shall accompany the injured/ill person to the relevant destination.
- if applicable, the First Aider shall stay with the injured/ill person until they have received medical attention.
- the First Aider shall then use a taxi to return to work

Any First Aider who has arranged to transport an individual to either a hospital or a GP shall inform a member of the Senior Management Team as soon as possible of this occurrence.

3 FIRST AID BOXES

First Aid boxes are allocated in the

- Kitchen corridor
- Reception
- Student Kitchen in the Residential Accommodation – • rural skills unit 10B
- first floor corridor
- second floor corridor
- third floor corridor
- Peter Wright hut
- Student common room
- Lord Ancrum Building

Each member of staff should make themselves familiar with these areas.

A list showing the contents is attached to the inside of the lid of each box. These are checked regularly by the first aider and stock replenished where necessary.

These boxes only contain items which can be used by any person in the absence of a First Aider.

No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

4 ABNORMAL WORKING SITUATIONS

4.1 The planning of any field trips or expeditions should include consideration of what first aid provision will be necessary, and first aid packs appropriate to the type of activity should be carried out.

4.2 Staff working in the College out with normal working hours, e.g. cleaning staff or evening class lecturers must be aware of the first aid provision and facilities, which must be readily accessible in the event of an emergency.

5 REPORTING AND RECORDING INCIDENTS

Procedure:

5.1 An incident report form must be completed by the first aider or members of staff to whom the accident is first reported. **This must be done IMMEDIATELY.**

5.2 The Estates & Facilities Manager will carry out any necessary investigations prior to notifying the Principal & HSE when the injuries are of a serious nature.

5.3 The Head of Department or Section should also be informed of the accident as soon as possible.

6 REPORTING AND RECORDING INCIDENTS TO STUDENTS BY OTHER AGENCIES

6.1 Road traffic accidents are not reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations since the appropriate recording is taken care of by the Police.

6.2 Incident report forms should also be completed by the College staff member in charge of the party on return to the College.

7 INCIDENTS IN THE COLLEGE

In the case of serious accidents nothing at the scene of the accident should be changed except where necessary to render the area safe and prevent further injury to the victim or to other persons. This is to allow those investigating the accident to form a true picture of the circumstances in order that appropriate measures can be taken to prevent a recurrence. **Serious accidents must be referred immediately to the Estates & Facilities Manager and the Principal.**

8 INCIDENT CLAIMS

Claims being pursued by third parties against the College for injuries sustained or damage to property etc. are normally referred to the Insurers for attention. It is essential that the position of the Insurers should not be in any way prejudiced by the statement made to or letters addressed to claimants or other representatives by employees of the College.

9 THE HEALTH & SAFETY (FIRST AID) REGULATIONS 1981

In accordance with these regulations, first aid boxes, or similar containers, should be reasonably accessible to all work areas. The boxes should contain only the articles indicated in the under noted table and **nothing else**. The quantities shown are the minimum of the requirements:

- A  leaflet giving general guidelines [Basic advice on first aid at work \(hse.gov.uk\)](https://www.hse.gov.uk/firstaid/)
- HSE  Medium sterile dressing
- HSE  Large sterile individually wrapped non medicated dressings
-  Triangular bandage
- Eye  Pad
-  Wash proof Plasters
-  Sterile moist wipes
-  Micro-porous tape
-  Nitrile powder free gloves disposable gloves [HSE - Skin at work: Selecting latex gloves](#)
- Finger dressing
- Disposable heat retaining blanket
- Burn Shield dressing
- Tuff Kut scissors
- Conforming bandage
- Face Mask & valve
- Fabric strapping

10 QUALIFIED FIRST AIDERS:

Position	Extension	
Rural Skills Tutor	250	
Student Support	230	

FURTHER INFORMATION

First aid at work: www.hse.gov.uk/firstaid

Basic advice on first aid at work leaflet INDG347 www.hse.gov.uk/pubns/indg347.htm

Skin at work <http://www.hse.gov.uk/skin/index.htm>

Information on the training in the use of automated external defibrillators is available from the Resuscitation Council (UK) at www.resus.org.uk

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	First Aid Procedure
Lead Officer:	Health and Safety Consultant
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