

ITALIA CONTI

First Aid Policy

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This policy will be reviewed and approved by the Policy Steering Group annually.

Contents

1) Policy statement.....	4
2) Policy aims	4
3) Legislation	5
4) Definitions	5
5) Information and notices.....	6
6) Training	6
7) Roles and Responsibilities	6
7.1 Appointed person(s) and First Aiders.....	6
7.2 The CEO	8
7.3 Staff.....	8
8) First-aid materials, equipment and facilities	8
9) Storage of medicines in colleges.....	9
9.1 Non-prescribed medicine	9
9.2 Non-emergency Prescribed medicines (such as antibiotics).....	9
Emergency Prescribed medicines.....	10
10) Supporting individual students with medical needs	10
10.1 EpiPen®.....	10
10.2 Asthma	11
10.3 Epilepsy	11
11) First Aid Trained Personnel.....	11
12) Wellbeing Office	11
13) First aid Procedures (Students).....	11
14) First Aid (staff, contractors and visitors).....	13
15) Calling the Emergency Services	13
16) First aid arrangements (off site)	13
17) Off -site activities.....	13
18) Recording accidents and injuries	14
19) Notifying parents / emergency contacts	14
20) Reporting to the Health & Safety Executive (HSE).....	14
21) Reporting to Ofsted and Child Protection agencies.....	16
Appendix A: Guidance for First Aiders	17
22) Hygiene and infection control	17
22.1 Guidance for First Aiders	17
22.2 Preserve life: CPR.....	17

22.3 Prevent worsening, promote recovery: all other injuries or illnesses	17
22.4 After delivering any first aid	18
22.5 Operate with reduced first aid cover	18
23) HSE Useful links:	18
24) Linked policies and procedures:.....	18
Appendix B: EpiPen and Auto-injector emergency usage	19

1) Policy statement

It is our policy to ensure the health, safety and wellbeing of the students, staff and visitors to Italia Conti through the provision of trained staff and first aid equipment in accordance with the *Health and Safety Regulations (first aid) Regulations 1981* and *Guidance for first aid for Colleges (DfE)*.

The coordination of first-aid arrangements is carried out by the Chief Operating Officer, in conjunction with the Safeguarding & Wellbeing Lead and Health & Safety Lead. The Chief Operating Officer ensures that enough Italia Conti staff members are first aid trained in order to provide effective provision to our students.

This policy should be read in conjunction with the First Aid needs assessment.

2) Policy aims

- To provide immediate first aid treatment to casualties with common injuries and illness.
- To save lives and ensure that any minor injuries or illnesses do not escalate into more major ones.
- To ensure that members of staff designated as 'First Aiders' receive up-to-date training on courses approved by the Health and Safety Executive (HSE), including epilepsy and mental health first aid.
- To ensure that clearly marked first-aid containers are available at all appropriate locations throughout each site and are suitably stocked.
- To ensure that all members of staff (including Directors) are fully informed with regard to the first aid arrangements and their responsibilities.
- To ensure that all staff are aware of hygiene and infection control procedures.
- To provide a framework for responding to an incident and recording and reporting the outcomes.
- To ensure that written records are maintained of any accidents, near misses, reportable injuries, diseases or dangerous occurrences specific to the college are maintained.
- To ensure that first aid arrangements are reviewed regularly.

3) Legislation

This policy is based on advice from the Department for Education on [first aid in colleges](#) and [health and safety: advice for schools](#), and guidance from the Health and Safety Executive (HSE) on incident reporting in schools ([Incident reporting in schools \(accidents, diseases and dangerous occurrences\): Guidance for employers \(hse.gov.uk\)](#)) and the following legislation:

- The Health and Safety (first aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel;
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees;
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept;
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records;
- The Education (Independent College Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students.

4) Definitions

First Aid: basic emergency medical treatment provided to somebody who is ill or injured, given before more thorough medical attention can be obtained.

First Aider (FA): someone who has successfully completed a Health and Safety Executive (HSE) approved training course and holds a current first aid certificate and is qualified to administer first aid.

Mental Health First Aider (MFHA): someone who has successfully completed an approved Mental Health first aid (MHFA) course.

Safeguarding & Wellbeing Officer: the staff member responsible (amongst other things) for leading the first aid team in Italia Conti as well as maintaining first aid kits and equipment and ensuring all records are kept up to date.

Student: a person aged 16+ who is enrolled on a course of study at Italia Conti.

Wellbeing Office: a fully equipped facility for the purpose of administering first aid treatment.

5) Information and notices

Adequate First aid provision will be available at all times while students and staff are on the college premises.

First aid notices giving the location of first-aid containers and the names of the members of staff who are certificated First aiders will be prominently displayed in:

- staff rooms, Reception and other common areas;
- main corridors / outside lifts;
- all locations where physical activities, or practical lessons involving machinery or similar equipment, take place.

Italia Conti will make every effort to ensure that first-aid notices are clear and easily understood by all.

Information on the Italia Conti's first aid provision will be included in the Staff Handbook and the Health & Safety policy.

Italia Conti is a **nut free zone**. Notices displaying this information are prominently posted in communal areas, staff rooms, reception and corridors.

6) Training

All Italia Conti First Aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years;

Italia Conti will keep a register of all trained first aiders, what training they have received and when this is valid. The record of each trained first aider will be kept for a minimum of three years.

In cases where a certificate expires, Italia Conti will arrange for staff to retake the full first aid course before being reinstated as a first aider.

7) Roles and Responsibilities

7.1 Appointed person(s) and First Aiders

The coordination of first aid arrangements is carried out by the Chief Operations Officer (COO) in conjunction with the Wellbeing Officers and the Health & Safety Lead. This is to ensure that

sufficient staff members are first aid trained in order to provide effective provision to Italia Conti students, and that there is an appointed person at each site to act as the Lead First Aider. The Lead First Aider is usually the Safeguarding and Wellbeing Lead.

Italia Conti's **Lead First Aiders** are responsible for:

- taking charge when someone is injured or becomes ill;
- ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits;
- ensuring that an ambulance or other professional medical help is summoned when appropriate;
- ensuring that all accidents and injuries are appropriately recorded;
- ensuring that the college office has a secure store of appropriate equipment, e.g. EpiPen® / inhalers for students with specific health needs;
- reviewing medication stored in office annually, disposing of any out-of-date medicine, and requesting any new medication from parents (for those students aged under 18);
- communicating all the specific student needs and emergency recommendations to the staff in the first few weeks of term;
- ensuring that up to date first-aid information is posted around Italia Conti premises;
- reporting diseases mentioned under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to the Chief Operating Officer;
- ensuring that lists of updated allergies are collated and kept up to date on Pro-Solution™ & Pro-Monitor™; and
- ensuring risk assessments and care plans are in place and distributed to key personnel.

First Aiders are trained and qualified to carry out the role; a full list is included in **Appendix 1** and is also displayed prominently around Italia Conti premises.

First Aiders are responsible for:

- keeping their contact details up to date;
- acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate help to casualties with common injuries or illnesses and those arising from specific hazards at Italia Conti;
- filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident;
- when necessary, ensuring that an ambulance or other professional medical help is requested;
- in conjunction with Wellbeing, sending students home to recover, where necessary.

7.2 The Principal

Italia Conti's Board of Directors has ultimate responsibility for health and safety, but delegates operational matters and day-to-day tasks to the Principal and staff members.

The Principal is responsible for the implementation of this policy, in conjunction with the Chief Operating Officer and the Safeguarding & Wellbeing Lead, including:

- ensuring that an appropriate number of trained first aid personnel are present in Italia Conti at all times;
- ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;
- ensuring all staff are aware of First Aid procedures;
- ensuring risk assessments are completed (as appropriate) and that appropriate measures are put in place;
- ensuring that adequate space is available for catering to the medical needs of students;
- ensuring that specified incidents are reported to the HSE when necessary.

7.3 Staff

Staff are responsible for:

- ensuring they follow first aid procedures;
- ensuring they know who the first aiders and/or appointed person(s) in the institution are;
- completing accident reports on ProMonitor™ for all incidents they attend to where a [first aider/appointed person] is not called;
- informing Head of Wellbeing of any specific student health conditions or first aid needs.

8) First-aid materials, equipment and facilities

First aid containers are located in:

- Wellbeing Room 2
- Staff Kitchen (Main Staff Office)
- Staff Kitchen (Business Offices)
- Student Kitchen
- Reception
- Workshop
- Wardrobe
- corridor (studios 1-6)
- corridor (studio 12)

First aid containers are:

- ✓ marked with a white cross on a green background;
- ✓ stocked in accordance with HSE recommendations¹;
- ✓ portable first-aid containers will be available for all college trips and other activities that take place over 200 metres from college buildings.

A typical First Aid Kit in our institution will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

9) Storage of medicines in colleges

9.1 Non-prescribed medicine

As much as possible, non-prescribed medicine should **not** be brought into Italia Conti.

9.2 Non-emergency Prescribed medicines (such as antibiotics)

Non-emergency prescribed medicines should only be brought and administered in college where it would be detrimental not to do so. Clear written instructions must be provided, and the medicine must be kept in a properly labelled container. The student should bring the medication to the Wellbeing office. The label must be clear and free from alterations or defacement and must show:

- the name of the medication;
- the name of the student;
- the dosage;

¹ Health and Safety Executive (HSE), 2024. *What to put in your first aid kit*. Available at: <https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm> [Accessed 30 September 2024].

- specific directions for the medication (not simply “as directed” or “as required”);
- precautions relating to the medication (e.g., “caution, may cause drowsiness” or “store in a refrigerator”);
- the expiry date and the date of issue.

Emergency Prescribed medicines

Emergency prescribed medicines include asthma inhalers and EpiPens® which should be readily available to students in the Wellbeing Office and/ or at Reception and not be locked away. Students should also carry a spare inhaler / EpiPen® with them at all times.

Students (or parents/ guardians where the student is under 18 years of age) are responsible for providing Italia Conti with up-to-date supply of emergency medicine. Out-of-date medicines must be collected by students or taken to a local pharmacy for safe disposal.

Sharps boxes (obtained by students on prescription) must be kept in the Wellbeing Office and should always be used for the disposal of needles.

10) Supporting individual students with medical needs

Individual Health Care Plans (“Care Plans”) are drawn up and agreed for every student who may need medical care during the college day. The type of plan will vary according to the medical needs of the young person, ranging from a short, written agreement with parents to a more detailed document requiring the involvement of appropriate healthcare professionals.

Care plans are reviewed annually, and teachers/ tutors will be made aware of the plan, and especially of what to do in case of emergency.

Students with long-term medical conditions who require to take non-emergency medication on a regular basis are encouraged to administer it themselves. Where a student is under 18 years of age, this may be under supervision of a member of the Wellbeing Office. Where this is not possible, a member of staff will administer the medicine as long as the medication is labelled with the name of the student in addition to clear written instructions for administration, and only according to the Care Plan;

Medicines are stored safely in the Wellbeing Office until needed; students need to know where their medicines are and should be able to access them.

10.1 EpiPen®

Students with allergies prescribed with an EpiPen® will carry one with them at all times. An EpiPen® is also kept in the Wellbeing Office, marked with the student’s name.

Students suspected of suffering an acute allergic reaction will be assessed by a member of staff with appropriate training and treated accordingly. If an EpiPen® is administered an ambulance will be called even if the student appears to have recovered.

10.2 Asthma

Students with asthma should always carry their inhalers.

10.3 Epilepsy

All relevant core staff are required to attend epilepsy and non- epileptic seizure training.

10.4 Students requiring Physiotherapy Support

A number of physiotherapists offer a discount to Italia Conti students, additionally some local NHS GP surgeries offer practice-based physiotherapy. The Wellbeing maintain a list of local physiotherapists, or for more information.

11) First Aid Trained Personnel

There are lists of First Aiders available in the Offices and in Reception. The Wellbeing Team are the lead First Aiders, are the first point of call for First Aid.

First aid training is provided by accredited training provider with the training being updated every three years.

Up to date lists of qualified First Aiders and Mental Health First Aiders are posted on noticeboards across the building, and in staff rooms and Reception.

12) Wellbeing Office

The Wellbeing Office is open from 8am to 8pm for students with the following issues:

- Wellbeing and other mental health concerns;
- Sprains, muscle and ligament injuries; broken bones;
- Burns and cuts;
- Stomach aches /flu;

Infection control measures in the Wellbeing Office:

- Hand washing and use of antibacterial gel;
- Cleaning of floors and bed (washed and disinfected daily);
- Gloves for any treatment which involves blood and body fluids (PPE);
- Biohazard disposal kit for body fluids;
- Vomiting and Diarrhoea NHS guidance strictly adhered to.

13) First aid Procedures (Students)

- a) In the event of an accident resulting in injury (where the injured person cannot move or cannot be moved safely):

- a responsible person will notify the Wellbeing Office in the first instance, or Reception (should no one from the Wellbeing Team be immediately available) who will then contact a First Aider. (A staff member should stay with the casualty until help arrives.)

The First Aider:

- will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives;
- the first aider will also decide whether the injured person should be moved or placed in a recovery position.

If the first aider judges that a student is too unwell to remain (and they are under the age of 18yrs), parents/carers will be contacted and asked to collect them. On their arrival, the first aider will recommend next steps to the parents/carers. If the student is an adult, the first aider will discuss next steps with the student directly.

If the emergency services are called, a member of the Wellbeing Team will contact parents/carers/student's nominated contact immediately.

Admin staff will circulate information so that all staff are informed, and registers are brought up to date. The Duty Manager and relevant Course Leader and Head of Year will also be notified.

The first aider/relevant member of staff will complete an accident report on ProMonitor™ on the same day or as soon as is reasonably practical after an incident resulting in an injury.

b) in the event of an accident resulting in injury (where the injured person can move safely) or where a person becomes ill (and can move safely):

- the student should go to the Wellbeing Office where they will be treated accordingly;
- in the absence of a Wellbeing Officer, students will be allocated a designated First Aider;
- injured or sick students should either go to the Wellbeing Office alone or be accompanied by another student (as appropriate).

c) Student accident/ incident/ illness will be recorded electronically in the student's file in the Pro-Monitor™ system.

14) First Aid (staff, contractors and visitors)

The procedures for staff, contractors and visitors are identical except that First Aid must only be administered to contractors and visitors if public liability is in place.

Staff, contractor and visitor incidents will be recorded electronically on the Blue Lemon™ system. (See section 16).

15) Calling the Emergency Services

If an ambulance is called then the Wellbeing Officer/ the designated First Aider should do this directly informing the ambulance service of the emergency, status of the casualty and the location. Please ensure that reception and Duty Manager are notified if an ambulance is called so that that a member of staff can meet the ambulance crew on arrival and direct them to the casualty.

Where the student is under the age of 18 years, student's parent or carer will be notified.

If a student is over the age of 18, is conscious and able to make decisions, the First Aider will establish whether they would like us to contact their parents or emergency contact. If the student is not conscious, or able to make decisions, then their parent / guardian or emergency contact will be contacted.

If hospital treatment is required for a student under the age of 18 years, the Wellbeing Officer will accompany the student in the absence of a parent / carer. If the student is 18 years or older, they may be accompanied a fellow student 'buddy'.

16) First aid arrangements (off site)

Where trips and outside activities take place a risk assessment should be carried out to identify the first aid requirements.

17) Off -site activities

Where it is necessary for students to undertake activities off-site in third party premises, the following procedure shall apply:

- When the group includes students who are under 18 years of age, a minimum of two responsible adults may be required to meet the requirements of the terms and conditions of the hiring agreement;
- First aid kits should be available on all trips off site.
- When students or staff take part in out-of-college activities and have a known specific health needs or disability, the teacher organising the trip will endeavour to ensure that the contents of the first-aid container include the resources necessary to meet their

specific needs, e.g. a supply of insulin or an EpiPen™. This will be in addition to the staff member checking that the student or staff member is carrying the medication with them.

- the member of staff in charge will be made aware of students with care plans/ long-term conditions;
- the first aid responsibility lies with the staff member of the third-party premises who is responsible for first aid;
- all accidents are recorded in the Italia Conti Accident Book;
- certain types of accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).²

18) Recording accidents and injuries

All accidents and injuries will be recorded in a suitably secure system. For staff, visitors and contractors this will be on Blue Lemon. For students, this will be logged on Pro-Monitor™ under their personal record, (except where the incident occurs outside our main premises in Woking, or where the incident requires further investigation (irrespective of location)).

A record of the accident/injury will be completed by the first aider/relevant member of staff on the same day, or as soon as possible after an incident resulting in an injury. This will be kept securely on Italia Conti's ProMonitor™ management information system.

Records held in the first aid recording systems will be retained by Italia Conti for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

19) Notifying parents / emergency contacts

The Safeguarding & Wellbeing Lead / Lead first aider will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

20) Reporting to the Health & Safety Executive (HSE)

The Wellbeing & Safeguarding Officer will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Wellbeing & Safeguarding Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below.

² For further information, please refer to Italia Conti's *Health and Safety Policy*.

Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Italia Conti staff: reportable injuries, diseases or dangerous occurrences.

These include:

- Death.
- Specified injuries, which are:
 - fractures, other than to fingers, thumbs and toes;
 - amputations;
 - any injury likely to lead to permanent loss of sight or reduction in sight;
 - any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding) which:
 - covers more than 10% of the whole body's total surface area; or
 - causes significant damage to the eyes, respiratory system or other vital organs.
 - Any scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - carpal tunnel syndrome;
 - severe cramp of the hand or forearm;
 - occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach;
 - hand-arm vibration syndrome;
 - occupational asthma, e.g. from wood dust;
 - Tendonitis or tenosynovitis of the hand or forearm;
 - any occupational cancer;
 - any disease attributed to an occupational exposure to a biological agent.
 - Near-miss events that do not result in an injury but could have done.

Examples of near-miss events relevant to colleges include, but are not limited to:

- the collapse or failure of load- equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload;
- causing a fire or explosion.

Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences. These include:

- death of a person that arose from, or was in connection with, a work activity*
- an injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment.

An accident “arises out of” or is “connected with a work activity” if it was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors).

Information on how to make a RIDDOR report is available on the HSE website.³

21) Reporting to Ofsted and Child Protection agencies

The CEO and / or Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in Italia Conti’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Safeguarding & Wellbeing Lead will also notify the borough Safeguarding Board of any serious accident or injury to, or the death of, a student while in Italia Conti’s care.

³ Health and Safety Executive (HSE), 2024, *RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*, [online] Available at: <<http://www.hse.gov.uk/riddor/report.htm>> [Accessed 9 October 2024].

Appendix A: Guidance for First Aiders

22) Hygiene and infection control

All Staff have access to single use disposable gloves which are located in reception and in all first aid kits around the building. The gloves are to be worn at all times when dealing with blood or any other bodily fluids.

Sick bags and a spillage kit are kept in the Wellbeing Office, and, in the event of a spillage, the Wellbeing Officer and the Caretaker should be alerted.

22.1 Guidance for First Aiders

Although the UK Government has now removed social distancing in workplace situations, First Aiders should still consider the precautions set out in this guidance to reduce the risk of COVID-19 infection.

Try to assist at a safe distance from the casualty as much as you can. Minimise the time you share a breathing zone.

Although treating the casualty properly should be your first concern, you can tell them to do things for you if they are capable.

Remember the 3P model – **P**reserve life, **P**revent worsening, **P**romote recovery.

22.2 Preserve life: CPR

Call 999 immediately – if the patient has any COVID-19 symptoms tell the call handler.

Ask for help. If a portable defibrillator is available, ask for it.

Before starting CPR, use a cloth or towel to cover the patient's mouth and nose. This should minimise the risk of transmission while still permitting breathing to restart following successful resuscitation.

If available, you should use:

- a fluid-repellent surgical mask;
- disposable gloves;
- eye protection;
- apron or other suitable covering.

Only deliver CPR by chest compressions and use a defibrillator (if available) – **do not** do rescue breaths.

22.3 Prevent worsening, promote recovery: all other injuries or illnesses

If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.

If you are giving first aid to someone, you should use the recommended equipment listed above if it is available.

You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible.

22.4 After delivering any first aid

Make sure you discard disposable items safely and clean reusable ones thoroughly.

Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.

22.5 Operate with reduced first aid cover

If fewer people are coming into your workplace, it may still be safe to operate with reduced first aid cover. You could also stop higher-risk activities.

23) HSE Useful links:

General guidance on first aid at Work, link at: <https://www.hse.gov.uk/firstaid/index.htm>

24) Linked policies and procedures:

- *Emergency Actions Plan Policy*
- *Fire Alarm & Emergency Evacuation Procedures*
- *Fire Safety Policy*
- *First Aid Needs Risk Assessment*
- *Health and Safety Policy*
- *Safeguarding Policy*

Appendix B: EpiPen and Auto-injector emergency usage

Every time you use an adrenaline auto-injector:

- Call 999, ask for an ambulance and state 'anaphylaxis', even if the patient starts to feel better;
- Lie the patient flat with their legs up to keep your blood flowing;
- If possible, seek help immediately after using the auto-injector and stay with the patient while waiting for the ambulance;
- If the patient still feels unwell after the first injection, use the second injector 5 to 15 minutes after the first;
- An adrenaline auto-injector is for emergency, on the spot treatment of an anaphylactic reaction. Always ensure the patient goes to hospital after using an adrenaline auto-injector.

When should I use an auto-injector?

At the first signs of a severe allergic reaction, use an adrenaline auto-injector then call an ambulance. Signs of a severe reaction include:

- swelling in the throat or change in voice;
- difficulty swallowing or breathing or wheezing;
- dizziness or feeling faint;
- sudden tiredness.



END