

ITALIA CONTI

First Aid Policy

Approved by: Senior Leadership Team	20 th October 2021
Reviewed by:	Head of Quality Assurance and Safeguarding & Wellbeing Lead
Checked by:	Health & Safety Lead
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This policy will be reviewed and approved by the Senior Leadership Team annually.

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1. Policy statement

It is our policy to promote the health, safety and welfare 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 are fully informed with regard to the first aid arrangements;
- 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 in colleges, 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 and 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.

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

Welfare Officer: staff member responsible 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;

Welfare 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. Qualifications and 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;
- Refresher training and retesting of competence will be arranged at least three months before certificates expire by the HR Department.

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 in conjunction with the Welfare 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 Head of Welfare.

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;

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- 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:

- 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 (see the template in **Appendix 2**);
- when necessary, ensuring that an ambulance or other professional medical help is requested;
- in conjunction with Welfare, sending students home to recover, where necessary.

7.2 The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the college, but delegates operational matters and day-to-day tasks to the Senior Leadership Team and staff members.

7.3 The CEO/Principal

The CEO/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 appropriate risk assessments are completed and appropriate measures are put in place;
- ensuring that adequate space is available for catering to the medical needs of students;
- reporting specified incidents to the HSE when necessary.

8. First-aid materials, equipment and facilities

First aid containers are:

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

*The HSE has recommended the minimum level of stock required for portable first-aid containers, which can be found in *Guidance on First Aid for Colleges* (DfE).

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. Paracetamol is the only non-prescribed pain-relieving medication which may be administered by a member of the Welfare team for pain management or to reduce fever. **Note: if the student is under 18 years of age, the prior consent of the parents will be required.**

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 college 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;
- 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.

9.3 Emergency Prescribed medicines

Emergency prescribed medicines include asthma inhalers and EpiPens® which must be readily available to students in the Welfare 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 Welfare 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 Welfare 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 Welfare Office until needed; students need to know where their medicines are and should be able to access them.

11. Recording accidents and injuries

All accidents and injuries will be recorded in written form in the Accident Report book and logged on Pro-Monitor™ under the student’s personal record.

An Accident Form 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.

Records held in the first aid and Accident Book(s) 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.

12. First aid Procedures (students)

- In the event that a student becomes unwell or injured they should go to the Welfare Office where they will be treated accordingly;
- In the absence of the Welfare Officer, students will be allocated a designated First Aider;
- Injured or sick students should either go to Welfare Office alone or be accompanied by another student. If the injury is serious, then the First Aider will be called to the location;
- The details of the accident/ incident/ illness will be recorded electronically in the student's file in the Pro-Monitor™ system. Accidents are recorded in the Accident Book, which is located in the Welfare Office;
- If a student becomes seriously unwell or injured and needs first aid, then a responsible person should be sent to Reception. The Admin staff will then contact a First Aider. A staff member should stay with the casualty until help arrives;
- The first aider attending the scene will assess the casualty, request assistance from other First Aiders if necessary, administer first aid and stay with the casualty until they have recovered or arrangements for further care have been made;
- If it is decided by the Welfare Officer (or designated First Aider) that the student needs to go home, then arrangements will be made for the student to leave the premises and be cared for. If a student is aged 16-18, a parent or carer will be notified;
- 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.

13. EpiPen®

Students with allergies prescribed with an EpiPen® will carry one with them at all times. An EpiPen® is kept in a marked lockable cupboard in reception 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.

14. Asthma

Students with asthma should always carry their inhalers.

15. Epilepsy

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

16. Calling the Emergency Services

If an ambulance is called then the Welfare 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.

The student's parent or carer will need to be notified.

If hospital treatment is required for a student under the age of 18 years, the Welfare 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'.

17. EpiPen®

Students with allergies prescribed with an EpiPen® will carry one with them at all times. An EpiPen® is kept in a marked lockable cupboard in reception with the student's name on. 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.

18. 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.

First aid kits should be taken on all trips off site.

If there is a risk of a delay in obtaining help from the emergency services, then it should be considered necessary for a fully qualified first aider to accompany the party.

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. No student or staff member is allowed on a college trip if they do not have their required medication with them.

19. Vocational activities (off-site)

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

- Students should leave the premises under the supervision of the teacher. 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;
- The teacher 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).¹

20. Outings and college journeys

- Before undertaking any off-site activities, the Course Leader should consult the Safeguarding & Wellbeing Lead to determine what level of first-aid provision is needed. (The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items are carried by the teacher in charge of the outing.)
- Where students are aged under 18 years of age, parents or guardians need to complete a permission slip which allows the college and medical authorities to provide medical treatment in case of an emergency.
- The teachers in charge of the group are made aware of students with care plans/ medical conditions and of students who carry emergency medication with them (EpiPen®, asthma pumps, epilepsy).
- 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

¹ For further information, please refer to the *Health and Safety Policy*

² For further information, please refer to the *Health and Safety Policy*

21. 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 Welfare Office and, in the event of a spillage, the Welfare Officer and the Caretaker should be alerted.

22. Statutory requirements

In the event of a serious accident, illness or death, staff are required to report any RIDDOR occurrences to HSE, as detailed in the Health & Safety Policy.

All incidents can be reported online to the HSE, but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

23. Notifying parents / emergency contacts

The Designated Safeguarding 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.

24. Reporting to Ofsted and Child Protection agencies

The CEO/Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a student or 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 Designated Safeguarding Lead will also notify the borough Safeguarding Board of any serious accident or injury to, or the death of, a student or student while in Italia Conti's care.

25. Qualified Staff First Aiders at Italia Conti

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.

26. Location of First Aid Boxes

First aid kits are maintained in suitable locations as detailed in the First Aids Needs Assessment. High volume kits are available at Reception and the Welfare Office. Monthly checks are carried out and recorded, and any deficiencies rectified.

27. Welfare Office

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

- Wellbeing and other mental health concerns;
- Sprains, muscle and ligament injuries; broken bones;
- Burns and cuts;
- Stomach aches /flu;
- Preventive sexual health blood tests (prick test kit);
- Vaccination campaigns (administered by outside professional).

Infection control measures in the Welfare 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.

28. Reporting to Ofsted and Child Protection agencies

The CEO/Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a student or 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 Designated Safeguarding Lead will also notify Surrey MASH of any serious accident or injury to, or the death of, a student or student while in Italia Conti's care.

29. First Aid Trained Personnel

Staff member's name	Contact details (Italia Conti extension)	Mental Health First Aider?
Jade Allen	jade.allen@italiaconti.co.uk	
Kerry Beverstock	ext. 241 (MHFA only)	✓
Ruth Breslaw	ext. 240.	
Catherine Cooper	ext. 248.	
Chris Davey	ext. 221	
Jonathan Dawes	ext. 227	
Will Flanagan	ext. 223	
Dan Fulham	ext 245	
Joe James	ext 211	
Bradley Leech	ext. 244 (MHFA only)	✓
Nicola Mac	nicola.mac@italiaconti.co.uk (MHFA only)	✓
Laura McCormack	ext 226	
Arlene McNaught	Arlene.McNaught@italiaconti.co.uk	
Wendy O'Dowd	WendyODowd@italia-conti.com	
Silvia Paolini	ext. 249	✓
Ann Richards	ext. 204.	

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Sue Shackleton	ext. 251	✓
Donna Sharp	donna.sharp@italiaconti.co.uk	✓
Maksym Shpachnyskiy	MaksymShpachynskyi@italia-conti.com	
Dincer Solomon	ext. 232	✓
Michael Vickers	ext. 233	
Andrew Waldron	ext. 235	✓
Susannah White	ext. 206	

30. Recording accidents and injuries

- All accidents and injuries will be recorded in written form in the Accident Report Book
- An accident form 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;
- Records held in the First Aid and Accident Book 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.

31. Statutory requirements

- In the event of a serious accident, illness or death Italia Conti is required to report any RIDDOR occurrences to HSE, as detailed in the Health & Safety Policy.
- **All incidents can be reported online to the HSE**
<http://www.hse.gov.uk/riddor/report.htm>

A telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

32. HSE advice on first aid during Coronavirus

This guidance on first aid in non-healthcare settings will help employers ensure First Aiders are confident that they can help someone injured or ill at work during the coronavirus (COVID-19) pandemic. The relevant links can be found at <https://www.hse.gov.uk/coronavirus/>. (Note: at the time of writing, this page was last reviewed on the 6th July 2022, with the next review due on the 30th August 2022.)

Employers and their first Aiders should read the guidance on giving cardiopulmonary resuscitation (CPR) from the Resuscitation Council UK, available at: <https://www.resus.org.uk/library/additional-guidance/guidance-covid-19> [Accessed 18.8.2022].

32.1 Latest Advice

First responders should consult the latest advice on the NHS website available from: <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>.

- Those laypeople and first responders with a duty of care (workplace First Aiders, sports coaches etc) that may include CPR should be guided by their employer's advice;
- This guidance may change based on increasing experience in the care of patients with COVID-19;
- Healthcare workers should consult the recommendations from the World Health Organisation and Department of Health and Social Care for further information, and advice by nation is at the conclusion of this statement;
- Resuscitation Council UK Guidelines 2015 (reviewed 2020) state "If you are untrained or unable to do rescue breaths, give chest compression-only CPR (i.e. continuous compressions at a rate of at least 100–120 min⁻¹)" (Resuscitation Council UK, 2021)

32.2 Resuscitation & COVID-19

Due to the increased possibility that a casualty might have COVID-19, Resuscitation Council UK (<https://www.resus.org.uk>)³ offers this advice:

1. Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing.
2. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
3. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.

³ Resuscitation Council UK. (2021, August). Retrieved August 18th, 2022, from Resuscitation Council UK: <https://www.resus.org.uk/sites/default/files/2021-09/First%20Aid%20Settings%20COVID%20statement%20August%202021.pdf>

4. If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
5. Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
6. If the rescuer has access to any form of personal protective equipment (PPE) this should be worn.
7. After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

32.3 Check your first aid needs assessment

The HSE no longer expects every business to consider COVID-19 in their risk assessment or to have specific measures in place. Employers may still choose to continue to cover COVID-19 in their risk assessments.

32.4 Guidance for first Aiders

Although the UK Government has now removed social distancing in most 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.

32.5 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.

32.6 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.

32.7 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.

32.8 first aid cover and qualifications during the pandemic

If first aid cover for your business is reduced because of COVID-19 or you cannot get the first aid training you need, there are some things you can do to comply with the law.

32.9 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.

32.10 Share first aid cover with another business

You could share First Aiders with another business but make sure they have the knowledge, experience and availability to cover the first aid needs of your own business.

Shared First Aiders must:

- be aware of the type of injuries or illnesses that you identified in your *first aid Needs Assessment* available at: <https://www.hse.gov.uk/firstaid/needs-assessment.htm> and have the training and skills to address them;
- know enough about your work environment and its first aid facilities;
- be able to get to the workplace in good time if needed;

Whoever provides the temporary cover must make sure they do not adversely affect their own first aid cover.

32.11 Temporary omission of rescue breaths (COVID-19)

The Resuscitation Council UK (RCUK) has stated that they are supportive of training providers who may wish to omit practical teaching and assessment of rescue breaths in first aid training while COVID-19 transmission rates are high.

RCUK are leaders in the field of CPR. HSE support their position on this for most first aid at Work (FAW) and Emergency first aid at Work (EFAW) training courses.

This is a precautionary measure. Providers who are satisfied that they can safely deliver practical teaching and assessment of rescue breaths may continue to do so.

Rescue breaths should continue to be demonstrated practically and assessed in training courses for Paediatric first aid training (PFA) or front-line emergency services.

Practical demonstration should also continue if the first aider is - for example - a lifeguard who may be expected to treat someone who is drowning.

If an FAW or EFAW training or requalification course does not include practical teaching of rescue breaths, employers should make sure that that the training includes:

- a practical demonstration by the trainer themselves and/or a video demonstration of rescue breath techniques
- full training in the theory of giving rescue breaths
- assurance from the training provider that the student is competent to give rescue breaths

The HSE always strongly recommends that workplace first Aiders undertake annual refresher training. If first aid training or requalification during the COVID-19 pandemic has not included practical training and assessment for giving rescue breaths, employers should make sure it's included in the next refresher course.

The HSE guidance will be reviewed as transmission and infection rates improve.

32.12 Annual refresher training

If first Aiders are unable to get annual face-to-face refresher training during the pandemic, we support the use of online refresher training to keep skills up to date.

We still strongly recommend that the practical elements of FAW, EFAW and requalification courses are delivered face to face. This means that the competency of the student can be properly assessed.

32.13 Interrupted first aid training

If you could not complete your first aid training because of the pandemic, it can restart later as long as:

- there is a full recap of the training delivered before the pandemic prior to moving onto undelivered modules;
- the training provider is content that you can show:
 - a full understanding of all aspects of the course content;
 - the knowledge and competencies required at the end of the training.

We review and update this page regularly to reflect any changes in guidance.

32.14 HSE Useful links:

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

33. Linked policies and Procedures:

First Aid Needs Assessment

Emergency Actions Plan Policy

Fire Safety Policy

Health and Safety Policy

Production and Performance Policy

Safeguarding Policy

Appendix 1

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