




FIRST AID POLICY

IBS COLLEGE OF TVET

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PEOPLE AND CULTURE**FIRST AID POLICY**

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1 Introduction

IBS College have a responsibility to protect the health and safety of its students, staff and visitors at all times by ensuring that students, staff, families, corporate clients and sponsors are treated on site where first aid is required, and any emergency cases had been referred to the health bay.

The First Aid Policy is important not only for Staff and students, but relates to every person who enters the IBS premises or uses the institution's facility.

2 Purpose

The purpose of the First Aid Policy to ensure students, staff, families, corporate clients and sponsors are treated on site when First Aid is required and minimize referrals.

3 Objectives

3.1 The objective of a First-Aid Policy is to achieve a better, healthier and safer environment for students, staff and families, corporate clients and sponsors to live, study, work or visit.

4 Related Legislation, Regulation and Standards

4.1 Industrial Safety; Health and Welfare (Amendment) Act 2016.

4.2 Occupational Health and Safety Act 1991.

5 Scope

5.1 The Scope of this policy is that it will only cover;

- a. Primary Care for injuries, accidents and sudden onset of illnesses on site.
- b. Administration of non-prescribed drugs.

5.2 Areas not in scope includes;

- a. No supplies of medicines.
- b. No secondary care
- c. No administering of prescribed drugs

6 Definitions

"Basic Life Support" is a level of medical care for a person encountering life threatening injury or medical emergency until the person given full medical care. It can be performed by a trained medical person, paramedics, or a qualified First Aider.

"CPR" is Cardio-Pulmonary Resuscitation.

"Emergency Medical Services" also known as ambulance services or paramedic services, are emergency services which treat illnesses and injuries that require an urgent medical response, providing out of medical treatment and transport to definitive care.

"First Aid" is the first help given to a person until a full medical help arrives. It is the initial care of the ill or injured, where some-one has had an accident or is suffering from a sudden illness and needs help until a qualified health care is given / a qualified health professional, such as a nurse or ambulance officer, arrives. / 'First Aid' is THE FIRST help given to a person until a full medical help arrives.

"First Aider" a person who provides the initial care for the illness or injuries until the qualified health care professional arrives.

"Major Injury" is any injury deemed by school staff or first aider that need immediate physician care, Emergency Medical Services or transportation to the nearest healthcare facility.

"Minor injury" is any injury which can be managed and treated by the nurse, appointed first aider, or any individual who is capable of performing first aid.

"Nursing" is an integral part of the health System, encompasses the promotion of health, prevention of illness and care of physical ill, mentally ill and disable people of all ages in all health care settings.

"Medical emergency" is a serious injury or illness that threatens the life of a person or may have long-term implication to a person's health.

"IBS College Nurse" is a person (a nurse) who provides a specific qualified care to any form of physical, medical and surgical ill cases.

7 Roles and Responsibilities

Head of College is responsible for the implementation and upkeep of the policies pertaining to the Transport and Logistics functions.

Manager Human Resource is responsible for the development, training and implementation and upkeep of the policies pertaining to Health, Safety and Security functions.

Manager Quality Assurance is responsible for ensuring that this Policy Manual is reviewed at end of each year by incorporating any precedent decisions made being incorporated into policy clause.

Chairman is responsible for taking decisions on what is not stipulated in any clauses of the Policies here within.

IBS College Board is responsible for developing policy objectives and vision of the IBS College.

IBS College Nurse is a caregiver to the students, staff and their family, including any visitor that has any physical injuries/accidents and sudden onset of illness that occur on sit, i.e. on campus or field trip events. And, the IBS College Nurse is responsible for training the designated first aider on basic first aid procedures.

Student Services Department is responsible for ensuring that relatives are well informed on health and safety status of the students.

Employees are responsible for taking an active role in health and safety awareness by engaging in training and development provided by the Human Resource Department.

Students are responsible for taking an active role in learning by recognizing that they are responsible for their health and safety on and off the campus in order to achieve academic excellence.


8 Content

- a. Nursing care in nursing each other is the heartbeat of a community. The IBS College shall ensure the availability of IBS College Nurse, or a first aider within the campus at all times. Even in field trips or IBS College events, a designated first aider shall be present.
- b. First aid procedures are learned during appropriate First-Aid and CPR Courses. This policy outlines staff actions to take during minor and major medical emergencies on and off campus during school-sponsored trips, events or normal daily student's school runs. This policy does not cover specific first aid or CPR steps or sequences. Refer to training materials, skills learned, and/or directions on prescribed medications for specific guidance on treatment procedures.
- c. The First Aid Policy, procedures and practices are designed to support IBS staff to;
 - i. Preserve life.
 - ii. Ensure that ill or injured persons are stabilized and comforted until medical help intervenes.
 - iii. Monitor ill or injured persons in the recovery stage.
 - iv. Apply further first aid strategies if the condition does not improve.
 - v. Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.
- d. Availability of nurse or designated first aider
 - i. IBS College Nurse shall be stationed at the Health Bay during regular office hours;
 - ii. In the event where the IBS College Nurse is not available, the IBS College or the IBS College Nurse shall ensure that there will be a first aider available within the campus;
 - iii. The designated first aider shall be knowledgeable to perform basic first aid technique. The IBS College shall determine who will be the designated first aider, based on the capability to perform basic first aid technique;
 - iv. If the designated person does not have the knowledge of first aid technique, the IBS College shall either select another person, or train the designated one;
 - v. It is highly recommended that the IBS College Nurse or the designated first aider should have the emergency medicine bag before going to the incident area.
- e. Health bay
 - i. The needed supplies for first aid kit shall be determined by the IBS College Nurse. In order to facilitate, the IBS College Nurse should update the First Aid Kit Log **[HSST004]** after the incident has been settled;
 - ii. Emergency cases will include minor and major injuries or medical emergency.
 - iii. Management may assign other task to IBS College Nurse related to health and safety task that may require him/her to be out of health bay.
 - iv. Maintenance of health bay rest with the nurse, with the help of Administration Department. IBS College Nurse shall update the Head of College on any needed support for improvement of health bay.
- f. Notifying and assessing the injury and medical emergency

- i. Notifying the IBS College Nurse, designated first aider, or any IBS College staffs can be done in person, or calling mobile phone. It is highly recommended that the mobile phone number of the nurse or designated first aider is posted in health bay, or in the notice board;
 - ii. If one of the IBS College staffs had been informed of the situation, he/she needs to inform the IBS College Nurse immediately.
 - iii. In administering first aid, it is important for everyone to provide appropriate space for the IBS College Nurse or first aider to move around the incident area and for the patient to breath properly;
 - iv. The assessing the need for hospitalization, the IBS College Nurse, designated first aider, or the patient him/herself can decide. Transport facility shall be coordinated by the Logistics Department.
- g. Examples of injuries and medical emergencies
The following incidents are examples of when first aid is required:
- i. Life threatening injury or illness, such as loss of consciousness leading to respiratory or cardiac arrest;
 - ii. Seizures;
 - iii. Choking and/or blocked airway;
 - iv. Allergic reaction, such as anaphylactic reaction to nuts or seafood;
 - v. Injury to the head, back or eye;
 - vi. Bleeding or bone fracture;
 - vii. High temperatures and febrile convulsions;
 - viii. Asthma attack;
 - ix. Burns (including sunburn);
 - x. Excessive vomiting leading to dehydration; and\
 - xi. Poisoning from either hazardous chemicals, substances, plants or snake or spider bites.
- h. The IBS College recognizes that first aid responses to people suffering from an emotional or psychological condition are also important. The conditions can include:
- i. Severe stress resulting from a workplace or personal situation.
 - ii. Anxiety attack.
 - iii. Emotional breakdown and loss of reasoning.
- i. Emergency Medical Service
- i. In calling emergency medical service for ambulance support, the IBS College highly recommends St John Ambulance Service. The number to call is 111 or 303 1000;
 - ii. In case St John Ambulance Service is not available, the IBS College Nurse or the first aider needs to decide, depending on the degree of injury or medical emergency, to use the IBS College transport facility.
- j. Visibility of First Aid Procedure
- i. The procedures relating to the First Aid Policy are laminated, clearly labelled and displayed in the service for all stakeholders to read;
 - ii. OHS procedures and practices should be easy to read and interpret;

- iii. The laminated copy of procedures shall be posted in the notice boards of Health Bay, academic block, and the COE building;
 - iv. The display should also include contact details of IBS College Nurse, Logistics Officer, SSD Manager, as well as emergency medical service provider.
- k. Notifying and Assessing the Injury or Medical Emergency
- i. A person who witnessed the need for medical attention of another person within the campus, shall notify the IBS College Nurse, designated first aider, or any IBS College staff.
 - ii. In case one of the IBS College staffs had been notified, the IBS College staff shall notify the IBS College Nurse.
 - iii. IBS College Nurse, or other designated first aider shall immediately assess the degree of injury.
 - iv. IBS College Nurse, or other designated school staff administer first aid procedures as indicated by the nature of the accident.
 - v. If the assessment had shown the need for hospitalization, the IBS College Nurse, or the designated first aider, shall facilitate for transport.
- l. Injury and Medical Emergency on Campus
- i. Minor Injury
 - o Sick/ Injured person is brought to the campus Health Bay for further Management. Parents/ Guardians are notified if necessary.
 - o Staff witnessing the accident and/or providing first aid care should complete the Incident Report Form **[HSST0009]**.
 - ii. Major Injury
 - o Logistic department shall facilitate for transportation to the school Health Bay if in campus.
 - o In the event of mass casualties, call emergency medical service.
 - o Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
 - o Student Services Department, Human Resource Department or designee calls parents or guardian immediately.
 - o IBS College Nurse has to complete the Medical Referral Form **[HSST0008]** upon endorsement of the patient to emergency medical service.
 - o Staff witnessing the accident and/or providing first aid care should complete the Incident Report Form **[HSST0009]**.
- m. Injury during Field Trips or Events
- i. The field trip/event coordinator should ensure that appropriate first aid equipment and supplies are available during the trip;
 - ii. The field trip/event coordinator should coordinate with the IBS College Nurse for the need of a first aider during the field trip/event;

- iii. The IBS College Nurse shall appoint a first aider during the field trip/event. If the person designated as a first aider is not trained, the person should be provided with basic first aid training;
 - iv. It is advisable that at least one staff person has a cellular phone in case the emergency is en-route to or from the school or field trip destination;
 - v. At least one school staff person must be trained in first aid and age-appropriate CPR, including adult CPR. Permission slips with emergency care release or parent/guardian phone numbers must be with the field trip coordinator or their designee.
 - vi. In the event of an emergency:
 - o IBS College Nurse or designated school staff person administers first aid procedures as indicated by the nature of the accident.
 - o If the injury is major or life-threatening, either the first school staff person attending to the student or another school staff person calls emergency medical service.
 - o Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
 - o Field trip coordinator or designee call parents or guardian immediately.
- n. Work Instruction Injury
- i. Minor Injury
 - Notify nurse or HR Department.
 - Nurse or other school staff administer first aid procedures as indicated by the nature of the injury.
 - Assess and apply procedure.
 - Parents or Guardians are notified if necessary.
 - Staff witnessing and/or providing first aid care should complete an accident/incident medical care report.
 - ii. Major Injury
 - Notify nurse or HR Department about the incident.
 - Assess and apply procedure immediately.
- Either first school staff attending to the student another school staff calls Logistics and Transport Coordinator for transport to health bay.
 - Provide first aid or other basic life support (CPR, rescue breathing, etc.).
 - If CPR or rescue breathing is required, a first aider staff will take charge of situation and delegate tasks.
 - Notify parents or guardians.
 - Staff witness and/or providing first aid care should complete an accident/incident medical care report.

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