



# **First Aid Policy**

**December 2024 / January 2025**

**ISCA Scotland Programme**

**26/12/24 - 04/01/25**

**Apex Waterloo Place Hotel**

23-27 Waterloo Place

Edinburgh

EH1 3BG



## **Introduction**

This document sets out the policy to be followed for the provision of first aid on an ISCA Scotland programme. It also gives general guidance to staff for the provision of first aid to injured parties and to staff in control when we travel off campus. This policy ensures that there is always an adequate provision of appropriate first aid and that where individuals have been injured, there are suitable processes in place to provide remedial treatment.

ISCA recognises its legal obligations in the provision of first aid and will comply with all legislative and regulatory requirements.

This policy applies to all ISCA employees.

## **Legislation**

The Health & Safety at Work, etc, Act 1974

The Management of Health and Safety at Work Regulations (MHSWR) 1999

Health and Safety (First Aid) Regulations 1981 (L74 - 3rd Edition 2013)

## **Resources**

**Luke or Freya Liddle** is the first point of call when there is a medical emergency. They can look after the patient, assess the injury and decide whether or not the patient needs further treatment at the local surgery, at the local minor injuries unit, or whether to call out for an ambulance.

All of the **ISCA Staff** are First Aid trained and can assist with casualties at the scene, if necessary.



**First Aid Kits.** There is no regulatory list of items to be included in a first aid kit, as this is dependent on the activities being undertaken and the number of students or staff at risk. However, as a minimum, the following should be included in all ISCA First Aid kits:

- A leaflet giving general guidance on first aid
- Individually wrapped sterile plasters (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Large sterile individually wrapped un-medicated wound dressings
- Medium-sized, sterile, individually wrapped, un-medicated wound dressings
- Disposable gloves

**Off-Campus Visits.** First Aid Kits are to be taken on the coach when we go off campus. Two ISCA Staff members will take the First Aid Kits when they are on tour.

**Replenishment of First Aid Kit Items.** Freya Liddle is responsible for ensuring first aid kits are kept replenished, but ISCA staff are expected to advise the Freya when items have been used, so that they can be replenished quickly.

**Defibrillators.** Defibrillators can be used by anyone, and training is not required. Each defibrillator contains instructions on use and provide audible instructions. Note that they are designed in a way that makes it impossible to deliver a shock to a casualty if it is not required. The nearest defibrillators are located as follows:

- Royal Bank of Scotland, 36 St Andrew Square. Emergency code SJS016
- Waverley Bridge Train Station. Travel Hall. Emergency code SJS001

Defibrillator locations whilst touring off campus are given in the ISCA Risk Assessment for each place we visit.



## First Aid Actions

The following first aid procedures are to be adopted when dealing with casualties:

### Serious / Life-Threatening Injuries

All Casualties. When injuries to any casualty on campus are life threatening e.g. cardiac arrest, spinal injuries, severe haemorrhage or when injuries are such that they cannot be treated on site, AN AMBULANCE IS TO BE CALLED IN THE FIRST INSTANCE BY DIALLING 999. ISCA Staff who are First Aid trained should then be contacted to assist with the casualty and coordinate the arrival of the ambulance crew and direct them to the casualty.

*Note:*

- *Casualties with suspected serious fractures or back or neck injuries must not be moved unless ambulance or other suitably qualified medical personnel are present. For the patient's safety, they must NOT be moved on the instructions of ANY bystander.*
- *If the casualty is unconscious or their airway is at risk, they should be placed in the recovery position regardless of suspected spinal injury.*

### Significant Injuries

Students. For students who have suffered a significant injury, adults in charge should contact a qualified ISCA Staff first aider for assistance in the first instance.

Staff or Visitors. For staff or visitors who have suffered significant injuries, suitable transport arrangements should be made to transfer the casualty to the nearest (NHS) treatment facility.

### Minor Injuries

Students. Adults in charge of an injured student should seek the assistance of a qualified ISCA Staff first aider to assess and / or treat the casualty. If



further treatment or assessment is required, adults in charge should whenever possible accompany those with minor injuries to the ISCA Medical Officer for treatment / assessment.

Staff and Visitors. Minor injuries to staff or visitors should be treated by a qualified first aider.

### **Local Minor Injuries Unit**

Western General Edinburgh  
Crewe Road South  
EH4 2XU  
Telephone: 111

### **Local A&E Department**

Royal Infirmary of Edinburgh  
51 Little France Crescent  
Old Dalkeith Road  
EH16 4SA  
Telephone: 0131 536 1000

### **Local GP Practice**

The Access Place  
6 South Gray's Close  
EH1 1TQ  
Telephone: 0131 529 5015

### **Call 999 or 111**

## **Security of Drugs**

### At the Hotel

It is the responsibility of Luke and Freya Liddle to ensure that medical drugs are stored safely in a locked cabinet or fridge at all times. It may be either a combination lock or a lock key cabinet. If it is a combination cabinet, then only Luke or Freya Liddle are to know the combination and the cabinet is not to be opened when any other staff or students are present. If the cabinet is secured by a key, then only the above named have keys and these keys are to be retained by each individual and not stored in a 'convenient' place (e.g. top drawer of desk, on top of the cabinet, behind a book, etc.) Security of drugs is absolutely paramount.



## **Reporting Accidents**

Reporting Accidents / Injuries. All accidents must be reported using the Accident Record Form below. It is the responsibility of the adult in charge of a student who has suffered an injury to submit the form. ISCA Staff can find these forms with Freya Liddle, who will oversee the completion of the form. Luke and Freya Liddle will also have an incident book to record all accidents and treatments administered.



**ACCIDENT RECORD**

**About the patient who had the incident**

Name.....

School.....Date of Birth.....

**About you, the person filling in this record**

Name.....

ISCA Staff

International Chaperone

**Accident Details**

Date..... Time.....

Place.....

**Description of Accident and Causes**

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Patient treated by.....

Position.....

Treatment administered.....

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Parents informed? Yes  No  How? .....

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Signed.....Dated.....