

Procedure: **First Aid in the Workplace**



St Edward's
College,
Malta

Table Of **Contents**

Who we are

Purpose, Scope and definition

Procedures

Appendix 1

Appendix 2

Contact us

Who we are

Mission Statement

At St Edward's College we strive to create exemplary citizens in this increasingly globalised and technological world, placing strong emphasis on character formation, genuine intercultural understanding and leadership skills which will assist them to contribute to the well-being of society.

About us

St Edwards is an Independent private school which accepts students from Early Childhood to IBDP Sixth Form. St. Edward's College is committed to providing a safe and healthy work environment for all employees and its students. This Policy is part of our dedication to maintaining the highest standards of occupational health and safety.

ACT No. XXIX of 2020**AN ACT to amend the Civil Code, Cap. 16 and the Criminal Code, Cap. 9, in order to make provision for immunity from that ability in cases of rescue or attempted rescue:** "Withstanding the provisions of articles 225, 226 and 226A, a person will not be criminally liable if, confronted with a present or imminent danger to another person, he performs an act necessary to ensure the safety of that person, whether or not the act actually ensures the safety of the person: Provided that this article shall not apply where the means used are disproportionate to the seriousness of the threat or where the act is performed with malice or gross negligence."

Purpose, Scope and Definitions

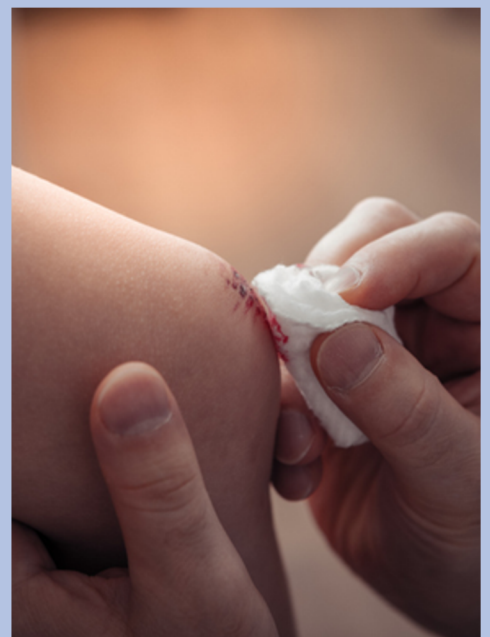
Purpose

This Policy outlines the steps for providing first aid in the workplace to ensure prompt and effective treatment of injuries or illnesses. It is designed to comply with the Maltese Occupational Health and Safety Authority Act (Chapter 424) and relevant regulations



Definitions

- 1.First Aider: An employee trained and certified to provide initial first aid.
- 2.First Aid Kit: A collection of medical supplies for treating minor injuries and illnesses.
- 3.Incident Report Form: A document used to record details of any injury or illness.
- 4.School Nurse: An employee whose registration is regulated by the Malta Council for Nurses and Midwives, as per Health Care Professions Act 2003.
- 5.Responder: The first person on the scene to administer first aid.





Procedures

First Aid Kits and Equipment

Location and accessibility

- I. First aid kits must be strategically located throughout the workplace, including high-risk areas.
- II. Shall be made of suitable material and designed to protect the contents, as far as possible, from damp and dust.
- III. First aid boxes shall be clearly identified as such by means of a white cross on a green background
- IV. All employees must be informed of the location of first aid kits.

Contents of First Aid Kits:

I. The contents should comply with Schedule I of the Work Place (First Aid) Regulations (L.N. 11 of 2002) and include items such as bandages, antiseptic wipes, adhesive plasters, and sterile dressings.

II. The School Nurse will maintain an inventory checklist for all first aid kits.

III. The contents of first aid kits shall include, but not limited to, the following items:

- (a) a minimum of ten individually wrapped sterile adhesive dressings in various sizes
- (b) sterile eye pads
- (c) a minimum of three triangular bandages
- (d) a minimum of six safety pins
- (e) a minimum of three sterile unmedicated dressings in various sizes
- (f) a suitable supply of sterile eye wash
- (g) a minimum of three pairs of surgical gloves
- (h) a minimum of three roller bandages of different sizes
- (i) one personal protection shield for use during artificial respiration
- (j) three individually wrapped gauze pads
- (k) first Aid guidelines
- (l) safety scissors



Maintenance and Inspection

- I. First aid kits must be inspected monthly by the School Nurse, and any used or expired items must be replenished immediately.
- II. A checklist should be completed during each inspection, and records should be kept for a minimum of three years.

Additional Equipment:

Depending on the workplace risk assessment, additional equipment like Automated External Defibrillators (AEDs) may be provided and maintained according to manufacturer guidelines.

Procedure for handling incidents

Response to an injury or illness:

- 1.Any person discovering an injured or ill individual or student should immediately notify the School Nurse and/or the nearest first aider.
- 2.The responder will assess the situation, provide first aid, and determine if emergency services are required.
- 3.If necessary, the responder will call for an ambulance by dialling 112 and provide details about the incident, including the location and nature of the injury. In case of minors, parents and/or next of kin shall be informed as per school regulations.

Treatment Protocols:

- 1.Minor injuries (e.g., cuts, bruises): Clean the wound, apply an appropriate dressing, and advise the employee to seek further medical attention if necessary. In case of minors, the responder will advise the parents and/or next of kin to seek further medical attention if necessary.
- 2.Major injuries (e.g., fractures, severe bleeding): Stabilize the injury, keep the person comfortable, and wait for emergency medical services. In case of minors, parents and/or next of kin shall be informed as per school regulations.
- 3.Illnesses (e.g., fainting, chest pain): Monitor the person's condition, administer first aid as appropriate, and call for medical assistance if required. In case of minors, parents and/or next of kin shall be informed as per school regulations.

Incident Reporting and Documentation:

1. All incidents requiring first aid must be documented using the Incident Report Form, which should include the following details:
 - Date, time, and location of the incident
 - Names of the injured person and first aider
 - Description of the injury or illness
 - Treatment provided
 - Recommendation for further medical attention, if applicable
2. The Incident Report Form must be submitted to the School Nurse and the Head of Section within 24 hours.

Emergency Procedure

Emergency Contacts

A list of emergency contacts, including local ambulance services, hospitals, and company emergency response teams, must be prominently displayed near first aid stations.

Evacuation Procedures

In the event of a serious injury or emergency requiring evacuation, responders must follow the company's emergency procedures, ensuring that emergency services are informed about the location and nature of the emergency.

Co-Ordination with Emergency Services

Responders should remain with the injured person until emergency responders arrive and provide them with a summary of the situation and actions taken.

Post Incident Procedure

Review and Investigation

The School Nurse will review all Incident Report Forms and investigate if necessary to identify the root cause of the incident and prevent future occurrences.

Record Keeping

All records related to first aid incidents, including Incident Report Forms, inspection checklists, and training records, must be kept until the student is withdrawn from the school. In case of members of staff until end of employment.

Follow up

If an employee requires further medical treatment, the School Nurse will coordinate with the employee and/or the parents or next of kin to ensure that the injured person receives appropriate care and monitor their recovery.



Appointment and Training of First Aiders

Identification of First Aiders:

The company will appoint first aiders based on the risk assessment, considering the number of employees, workplace hazards, and working hours.

Training Requirements:

- 1.First aiders must complete an approved first aid course recognized by the Occupational Health and Safety Authority (OHSA).
- 2.Refresher training must be undertaken every three years or as specified by OHSA guidelines.

Duties of First Aiders:

- 1.Respond immediately to any injury or illness in the workplace, report to the School Nurse.
- 2.Inform the School Nurse when medical supplies from the first aid kit requires replenishment.
- 3.Complete Incident Report Forms and submit them to the Health and Safety Officer.

Review and Evaluation

Annual Review:

- 1.This Policy will be reviewed annually by the acting Health and Safety Officer and the School Nurse to ensure compliance with current legislation and best practices. Updates will be made as necessary.
- 2.Any changes to the Policy will be communicated to all employees, and additional training will be provided as needed.

References

- Occupational Health and Safety Authority Act (Chapter 424)
- Work Place (First Aid) Regulations (L.N. 11 of 2002)
- General Provisions for Health and Safety at Work Places Regulations (L.N. 36 of 2003)

Appendices

- FAC01_First Aid Kit Checklist
- IR01_School Incident Report



First Aid Kit Checklist (Sample)

Date:																
Inspected by (name & surname):																
Compulsory First Aid Items	First Aid Kit and Location															
Mark with "X" if an item is absent or expired. Mark with "✓" if an item is present and not expired.	FA01	FA02	FA03	FA04	FA05	FA06	FA07	FA08	FA09	FA10	FA11	FA12	FA13	FA14	FA15	FA16
	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]
A minimum of 10 individually wrapped sterile adhesive dressings in various sizes																
A minimum of 2 sterile eye pads																
A minimum of 3 triangular bandages																
A minimum of 6 safety pins																
A minimum of 3 sterile unmedicated dressings in various sizes																
A suitable supply of sterile eye wash																
A minimum of 3 pairs of surgical gloves																
A minimum of 3 roller bandages of different sizes																
1 personal protection shield for use during artificial respiration																
3 individually wrapped gauze pads																
First Aid guidelines/booklet																
Safety Scissors																
Please specify the observations (eg: number of items absent and/or expired.																

Appendix TWO

School Incident report (Sample)

Type of Incident (tick where applicable)		
Safety Incident <input type="checkbox"/> (accidents/injuries, medical emergencies, weapon possession)	Emergency Incident <input type="checkbox"/> (evacuation, lockdown, natural disaster, terrorism)	Behavioural Incident <input type="checkbox"/> (bullying, physical altercations, vandalism, substance misuse, sexual harassment, discrimination against race or gender)
Mental Health Crisis <input type="checkbox"/> (harm to self or others, psychotic episode, suicide attempt or death by suicide, alcohol/drug intoxication)	HSE Incident <input type="checkbox"/> (infectious disease outbreak, food poisoning, exposure to hazardous substances and/or contamination, injury on duty, fire)	Data Breach <input type="checkbox"/> (hacking or <u>unauthorised</u> access, phishing, lost or stolen school devices, sharing of medical information to <u>unauthorised</u> individuals, exposure of records)

Section 1: Basic Information	
Date of Incident	<input type="text"/>
Time of Incident	<input type="text"/>
Location of Incident	<input type="text"/>
Reported By	<input type="text"/>
Role/Position	<input type="text"/>

Section 2: Student/s Involved			
Name of the Student/s (use the additional cells if more than 1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Age/s (use the additional cells if more than 1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class/Grade	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 3: Staff Involved			
Name of the Staff (use the additional cells if more than 1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Role/Position	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 4: Other Witnesses (if applicable)

Name of the Staff (use the additional cells if more than 1)		
Role/Position		

Section 5: Description of the Incident

Section 6: Immediate Action Taken (e.g., separating individuals, providing first aid, contacting authorities/emergency, calling parents/legal guardians etc).

Communication with Parents/Legal Guardians

At what time were the parents/legal guardians informed?	
---	--

Signatures

Reported by		Headmaster
Signature		

Contact Us

Any queries should be directed to Ms Flora Tanti Harvey, School Nurse

- ***Phone***



+356 27881199

- ***Message***



schoolnurse@stedwards.edu.mt