

COLLEGE OF INTEGRATED CHINESE MEDICINE

FIRST AID POLICY

First Aid Training:

As the College of Integrated Chinese Medicine has fewer than 50 employees it is classified as a low risk work environment based on the HSE First Aid Guidance. Legally the College is required to have 1 member of staff trained as an “Appointed Person”. The College’s policy however is to have all members of the admin team attend a 1-day “Appointed Person” training course, this ensures that there is always someone on duty who has a first aid qualification. An external company (Holos Healthcare) provides the training on-site, and the qualification is valid for 3 years.

All teachers and supervisors are members of the BAcC and as part of their membership are required to have a valid first aid certificate.

Students in their 3rd year attend an “Appointed Person” first aid training day as part of their curriculum. It is a College requirement that all students have a valid first aid certificate prior to entering the clinical phase of the course.

First Aid Boxes:

There are 6 stocked First Aid Boxes located throughout both buildings, 1 located on every floor, with signs around the building saying where the nearest first aid box is located. These are checked regularly for stock levels and are replenished by the receptionist.

Treatment Rooms:

All of the treatment rooms are equipped with a buzzer that connects through to reception, so that admin staff can be immediately alerted if there is an emergency. Each treatment room is also equipped with a telephone that can be used to dial any other phone in the College.

Emergency Procedures:

Instructions on what to do in an emergency are located in each treatment room and classroom throughout both buildings. Students and staff also get a copy of this in their handbooks.

Accident Book:

An accident book is located at reception; this is checked weekly by the Office Manager.

Personal Evacuation Plans:

All visitors to the building sign in at reception upon arrival and are requested to let reception know if they need assistance in the event of an emergency. Practitioners are responsible for discussing and writing their own personal evacuation plan for any of their patients who require assistance in an emergency.

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