



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

First Aid Policy Statement

Date of Policy	September 2020 (Covid 19 Addendum)
Review Date	January 2021
Key Staff	Operations Manager, Assistant Principal Pastoral Care, Head College Nurse, , Reception, Teachers, House Parents, Heads Of House
Lead Staff for Review	Operations Manager

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Introduction

This policy is designed to promote the health, safety and welfare of students, staff and visitors to this College through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

The first aid appointed person is James Armstrong, Operations Manager.

The Aims of the Policy

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- A staff member is appointed to take charge of first-aid arrangements
- Staff nominated as “first aiders” receive up-to-date training on courses approved by the Health and Safety Executive (HSE)
- Suitably stocked and marked first-aid containers are available at all appropriate locations throughout the College
- First Aid containers are replenished regularly
- All members of staff are fully informed about the first-aid arrangements
- All staff are aware of hygiene, disposal and infection control procedures
- Written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences
- First-aid arrangements are regularly reviewed.

Procedure

First-aid provision will always be available while people are on the College premises and also off the premises while on College Trips.

The College first-aid policy will be made available for scrutiny by the LA, CEG and all recognised teacher and staff unions.

Risk Assessment

On behalf of Cambridge Education Group, the appointed person will conduct an annual risk assessment of all College buildings and facilities paying attention to:

- Practical activities
- The use of machinery and appliances
- Storage of hazardous substances
- The use of equipment for sports and physical education.

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries. This is to ensure the appropriate ratio of first aid responders to casualties.

A judgment will also be made as to how many fixed and portable first-aid containers should be available and where they are to be located.

Specific consideration will be given to staff or students who have special health needs or disabilities and appropriate intervention will be put in place.

In determining the level of provision, the appointed person and the governing body will consider:

- The provision during lunch times and breaks
- The adequacy of the provision to account for staff absences
- The provision of first aid for off-site activities and College trips
- The provision for practical lessons and activities, e.g. science, technology, arts and physical education.

Qualifications and Training

All College 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.

The appointed person does not necessarily have to be one of the certificated first aiders.

The appointed person will:

- Line manage the team of first aiders, monitoring their training and competencies
- Look after the first aid equipment and provide first aid boxes when required.
- The college Nurse will be responsible for replacing out of date materials and for replenishing first aid contents once a request has been received from the 1st Aider[s] responsible for looking after the 1st Aid box in their area
- Ensure that an ambulance or other professional medical help is summoned as quickly as possible when needed.
- Undertake regular risk assessments and liaise with the governing body and Head as appropriate
- Ensure that all accidents and injuries are appropriately recorded
- Ensure that all permanent and temporary staff are familiar with the College's first-aid provision.

First-aid Materials, Equipment and Facilities

First-aid boxes will be:

- Marked with a white cross on a green background
- Located in general, near to hand washing facilities or with a 1st aider
- Stocked in accordance with HSE recommendations.

Where it is known that staff or students engaged in an out of College activity have specific health needs or a disability; the trip organiser / person who conducts the Risk Assessment must take into account the specific needs, e.g. a supply of inhaler, insulin or an epi-pen.[refer to student medical records on Magellan/Shackleton]. Nurse to inform the specific trip organiser on application of the Risk Assessment, of what to check or take on a trip or activity.

The CATs College medical room is in the Health Centre on the ground floor at Elizabeth House & the one for CSVPA is housed at Varsity House in room C3; C4 & C5.

Information and Notices

First Aid notices giving the location of first-aid containers and the names of members of staff who are certificated first aiders will be prominently displayed in:

- Staff rooms and other main communal areas
- Main College Reception
- Where 1st Aiders are located
- All locations where sports, physical activities or practical lessons involving machinery or similar equipment, take place.

The College will make every effort to ensure that first-aid notices are clear and easily understood by all.

Information on the College's first-aid provision will be provided in the induction given to new and temporary staff. (Part of H & S induction- see staff induction sheet)

Hygiene and Infection Control

All staff will:

- Follow basic hygiene procedures
- Be made aware as to how to take precautions to avoid infections, as per instruction given on 1st Aid training e.g. HIV and AIDS.

All staff will have access to single use disposable gloves and hand washing facilities.

Disposable gloves will always be worn when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

N.B. Instructions on the disposal of all used dressings or equipment is included in the 1st Aid training.

Recording Accidents and Injuries

All accidents and injuries will be recorded in a written [Accident book] or electronic form Shackleton and such records will be kept for a minimum of three years.

- The record of any first-aid treatment given by first aiders and other appointed persons will include:
 - The date, time and place of the incident
 - The name and class number of the injured or ill person
 - Details of the injury or illness and what first aid was given
 - What happened to the student or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
 - The name and signature of the first aider or person dealing with the incident.

After getting consent from the students, serious or significant incidents leading to hospital visits will be directly reported to parents or agents.

In an emergency involving outside medical professionals or services the Head or the appointed person will follow the College's established procedures for contacting a parent or agent, which is done through Student Communication.

Reporting Accidents to the HSE

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- Accidents resulting in death or major injury (including those that result from physical violence)
- Accidents that prevent the injured person from doing their normal work for more than seven consecutive days.
- Any injury where a person is taken directly to hospital for any major treatment
- Dangerous occurrences, when it doesn't result in injury but could have done.
- Forms are available from the Operations Manager and can also be completed on the Computerised system (Shackleton).

Review of First-aid Provision

The Principal and or the appointed person will review first-aid policy and provision at least once every year.

FIRST AIDERS

Name	Location	Role
Gloria Quartey	CATS College	College Nurse
Rey JR Limson	CATS College	Health Care Assistant
Blake Feig	CATS College	Deputy Head of Welfare first aid
Carolyn Jupp	CATS College	Sports & Activities Manager,
Martin Field	CATS College	Teacher of Geography
Janet Johnson	CATS College	Teacher of English as a Second Language
Rebecca Baker-Mine	CATS College	Teacher of Sociology
Annette Cook	CATS College	Exam Invigilator
Clare McDonald	CATS College	Exam Invigilator
Arek Jargiello	CATS College	Chef
Teck Kong Liew	CATS College	Chef
David Hinchcliffe	CATS College	Catering Operative
Emma Vaughey	Elizabeth House	Attendance and Administration Officer
Laura Campoy	Elizabeth House	House Parent
Kelly McFarland	Elizabeth House	House Parent
Mira Magdo	Elizabeth House	House Parent
David Zieminski	Elizabeth House	Night Duty Supervisor
Daniel Lutomski	Elizabeth House & Bridge House	Maintenance Operative Supervisor
Mariusz Kuden	Elizabeth House	Domestic Caretaker Operative
Mary Honeyball	Varsity	College Nurse
Ray Mather	Varsity	Head of House
Julia Gawronska	Varsity	House Leader
Reka Ujvari	Varsity	Deputy House Leader
George Todd	Varsity	House Leader
Arek Piskorz	Bridge House & Round Church Street	Maintenance Supervisor
Hal Maughan	CSVPA	English & Contextual Studies Teacher
Sue Allen	CSVPA	BH fashion tutor
Richard Bray	CSVPA	Lecturer in Photography & Fine Art
Heather McClean	CSVPA	Course Leader for EAP
Alina Popa	Bridge House	Lecturer in Technical Skills
Sam Race	Bridge House	Art & Design Lecturer and January Start Coordinator
Rupert Morgan	Bridge House	Extended Diploma Course Leader

Gracjan Wodonos	Bridge House	Domestic Cleaning Operative
Alicja Domaradzka	Bridge House	Domestic Cleaning Supervisor
Elena Mihaela Joimir	Bridge House & Round Church Street	Coffee Bar Assistant
Mateusz Piskorz	Bridge House & Round Church Street	Maintenance Operative
Ben Maughan	Sturton Street	Lecturer in Moving Image
Amber Christie	Sturton Street	Receptionist



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Covid-19 addendum to the First Aid Policy

HYGIENE AND INFECTION CONTROL

All staff will be trained on how to take precautions to avoid Covid-19 infection. If a student becomes unwell with symptoms of COVID-19 and contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

All staff will have access to single use disposable gloves, hand washing facilities and masks.