



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

First Aid Policy Statement

Date of Policy	September 2018
Review Date	January 2019
Key Staff	Operations Manager, 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 person 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
- All members of staff are fully informed with regard to the first-aid arrangements
- All staff are aware of hygiene 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 be available at all times while people are on the College premises and also off the premises while on College visits.

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 particular attention to:

- Practical activities
- The use of machinery
- 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.

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.

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 particular 1st Aid box in their area
- Ensure that an ambulance or other professional medical help is summoned when appropriate
- 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 members of full time 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 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 particular trip or activity.

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

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
- 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 be worn at all times 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.

Serious or significant incidents will be reported to parents either by sending a note home with the student or by direct contact with the parent or agent.

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. This is customarily dealt with via Student Services.

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 occupancies, when it doesn't result in injury but could have done.
- Forms are available from the Operations Manager and can also be completed on Magellan

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
Marge Cook	CATS College	Health Care Assistant
Blake Feig	CATS College	Deputy Head of Welfare first aid
Carolyn Jupp	CATS College	Sports & Activities Manager,
Jack Davies	CATS College	Activities Assistant
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 Jargielo	CATS College	Chef
Teck Kong Liew	CATS College	Chef
David Hinchcliffe	CATS College	Catering Operative
Emma Vaughey	Elizabeth House	Day House Supervisor
Tom Field	Elizabeth House	House Parent
Laura Campoy	Elizabeth House	House Parent
Kelly McFarland	Elizabeth House	House Parent
Mira Magdo	Elizabeth House	House Parent
David Ziembinski	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