

FIRST AID POLICY

Date of Policy	September 2018
Approved by Principal	September 2018
Next Review Date	September 2019
Lead for Review	Operations Manager

This policy is designed to promote the Health, Safety and Welfare of pupils, staff and visitors to this college through the provision of first-aid equipment and trained personnel in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981.

The first-aid appointed person is: Nicci Parsons, 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.
- 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 CEG, 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 pupils 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 a competent and professional organisation and is valid for three years.

Refresher training and re-testing of competence will be arranged 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.
- Ensure the first-aid equipment is monitored (this is delegated to the college Matron), restocking first-aid containers when required and replacing out of date materials.
- Ensure that first aiders attending incidents/ accidents know to call 999 and/or summon other professional medical help 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 containers will be:

- Marked with a white cross on a green background.
- Located near to hand washing facilities.
- Stocked in accordance with HSE recommendations.

All college minibuses will have a first-aid container on board.

Portable first-aid containers will be available for all college trips and for sporting and other activities as deemed appropriate.

Where it is known that staff or pupils engaged in an out-of-college activity have specific health needs or a disability, the contents of the first-aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an epi-pen.

The college medical room is located at the 58 New Dover Road site. Although this room is occasionally used for other purposes, the provision of first aid and medical usage will have absolute priority.

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 common rooms.
- Main corridors.
- 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 included in the Staff Handbook.

Information on the college's first-aid provision will be provided in the induction given to new and temporary staff.

Hygiene and Infection Control

All staff will:

- Follow basic hygiene procedures.
- Be made aware as to how to take precautions to avoid infections, 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 bodily fluids, or when disposing of dressings or other potentially contaminated equipment.

Any used dressings or equipment will be disposed of by the college Matron, where applicable.

Recording Accidents and Injuries

All accidents and injuries will be recorded in a written or electronic form 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 of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- What happened to the pupil or member of staff immediately afterwards (eg. 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/guardians either by email or telephone.

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 guardian.

Reporting Accidents to the HSE

The following types of accidents, if work related, 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).
- Specific injuries as listed by HSE.
- Accidents occurring in the workplace that prevent the injured person from doing their normal work for more than seven days, but not including the day of the accident, but including rest days and weekends. Must be reported within 15 days of accident
- Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.
- This list is not exhaustive (see HSE for full list), but lists the main reportable issues relevant to a college.

Review of First-aid Provision

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