

First Aid Policy Statement

<i>Date of Policy</i>	<i>September 2008</i>
<i>Updated</i>	<i>Aug 2011</i>
<i>Approved by Principal(s)</i>	<i>Yes</i>
<i>Review Date</i>	<i>Aug 2012</i>
<i>Key Staff</i>	<i>Welfare, Health and Safety Officer, Operations, Reception, Tutors, PTs, House Supervisors, Head Accommodation, Head of Welfare (Canterbury)</i>
	<i>Operations Bursar (Canterbury), Operations Manager (Cambridge)</i>

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** at Cambridge and **Nicci Parsons** at Canterbury

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 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 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, eg 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, restocking first-aid containers when required and replacing out of date materials
 - 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 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 that take place over 200 metres from College buildings.

Where it is known that staff or students 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, eg a supply of insulin or an epi-pen.

The College medical room is located at 58 New Dover Road.

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, eg 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.

Instructions on the disposal of all used dressings or equipment will be included in the first-aid containers.

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 student 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 either by sending a note home with the student or by direct contact with the parent or carer.

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 carer.

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):



CATS Canterbury

First Aid Statement

- 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 three days.
 - Any injury where person is taken directly to hospital
-
- Dangerous occurrences, when doesn't result in injury but could have done.

Review of First-aid Provision

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