

# Bishopstrow College – Policy Manual

## B.1 FIRST AID POLICY

### Scope

This guidance is applicable to all those involved in the provision of first aid related to College activities.

### Objectives

- To ensure that there is an adequate provision of appropriate first aid at all times.
- To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

### Guidance

The Director will be responsible for the implementation of this policy.

The Director will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- a. Size of the College and whether it is on split sites / levels.
- b. Location of the College.
- c. Specific hazards or risks on the site.
- d. Staff or students with special health needs or disabilities.
- e. Previous record of accidents / incidents at the College.
- f. Provision for lunchtimes and breaks.
- g. Provision for leave / absence of first aiders.
- h. Off-site activities, including trips.
- i. Practical departments, such as science, technology and PE.
- j. Out of hours activities.
- k. Contractors on site and agreed arrangements.

The number of first aiders required on site will be determined via the First Aid needs assessment and incorporating guidance from the HSE.

All First Aiders have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) which is refreshed every 3 years or sooner, if required.

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First Aid does not include the administration of medicines, although there is no legal bar to doing so. However, the College requires any member of staff wishing to dispense medication to complete a dispensing medicines course before they can dispense medication. Those who dispense it should have a reasonable understanding of what is involved and ensure that appropriate forms are completed to record dispensing of medicine. (See also Manual Section B.2 *Medication Policy*.)

## Responsibilities

### FIRST AIDERS will:

- Ensure that their qualification is always up to date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Keep a record of each person attended to, the nature of the injury and any treatment given, in the Accident book, see below.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

### THE PROPRIETORS will:

- provide adequate First Aid cover as outlined in the *Health & Safety (First-Aid) Regulations 1981*.
- Monitor and respond to all matters relating to the health and safety of all persons on College premises.
- Ensure all new staff are made aware of First Aid procedures in College.
- have overall responsibility for the provision of First Aid facilities, equipment and training, both as employer under the health and safety regulations and as a provider of education.

### THE PRINCIPAL will:

- be responsible for putting the College's policy and procedures into practice
- ensure the College's health and safety policy, including arrangements for first aid are made available to parents.

### THE PASTORAL STAFF will:-

- At the start of each academic year, provide all staff with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness or disability.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Have a file of up to date medical forms for every student in each year and ensure that these are readily available for staff responsible for College trips/outings.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.

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## ALL STAFF will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by the Pastoral Staff.
- Ensure that they have a current medical form for every student that they take out on a College trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- **NOT** administer paracetamol or other medication unless trained to do so.

## Specific First Aid Provision

### First Aiders and Appointed Person

- Sufficient trained first aiders to cover day to day and other College activities will be provided.
- A first aider will accompany students on visits out of College
- First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.

The College has an Appointed Person in addition to first aiders. Their duties include:

- taking charge when someone becomes ill or is injured;
- looking after first aid equipment, e.g. restocking of supplies; and
- ensuring that an ambulance or other professional medical help is called when appropriate.

First aid and Appointed Person training will be refreshed every 3 years.

### First Aid Boxes

- First aid boxes will be provided in areas of the College where accidents are considered most likely.
- A first aid box will also be taken when students leave the College on organised trips or participate in sports events.
- First aid boxes will be replenished as necessary and checked termly.
- The contents of a first aid box will be in accordance with the guidance given in HSE document "*Basic advice on first aid at work*".

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## First Aid Notices

Lists of members of staff who are qualified first aiders and those who are trained appointed persons will be displayed on noticeboards in the College.

## Access to First Aid

All students and staff will be given information on the provision of first aid at their induction.

## Bumps on the head

A qualified first aider will know the procedure for dealing with a child who has a bump to the head and in any serious case the child will be taken to hospital by a member of staff. However, sometimes the effects only become noticeable after a period of time - perhaps several hours. Each teacher whose lesson the child attends should be asked to keep a look out for signs of drowsiness or distress. Boarding staff will monitor the student at all other times.

## Records

All administration of first aid, no matter how minor, should be recorded and retained for a period not less than five years in case it is required for use in any legal or civil action. All accidents are to be recorded in the College Accident Book.

## Calling an Ambulance

The first aider attending the scene or appointed person will normally be responsible for summoning an ambulance. A member of staff will escort the student to hospital and will stay with a student in hospital until their parents or guardian have been contacted.

## Emergency Medical Treatment

In accepting a place at the College, parents are required to give their consent for the Principal or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the College is unable to contact a parent.

## RIDDOR

A Director, or someone deputising on their behalf, will report any accidents causing either death or major injury, certain industry related diseases and dangerous occurrences to the Health and Safety Executive (HSE) as soon as possible at: <http://www.hse.gov.uk/riddor/report.htm>.

Accidents to members of the public (including students) which arise out of or in connection with work which result in them being taken to hospital for treatment must be reported in the same way. In addition, the school will inform the HSE within 15 days, using form F2508 only, of injury resulting in absence from work of more than 7 days excluding the day of the injury.

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## Medical care and Student Illness

This procedure is limited to the provision of first aid. Please refer to Manual Section B.2 *Medication Policy* and Manual Section B.5 *Illness Policy* for further information, including information regarding the arrangements in place for:

- (i) dealing with students who have special educational needs or some specialist medical needs;
- (ii) provision of medicines to students by trained staff;
- (iii) holding medical records;
- (iv) dealing with medicines and treatments brought to College for students;
- (v) dealing with students who are ill during the College day

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