



## First Aid Policy

### Policy Statement

The Governing Body including the Chief Executive, accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, students and visitors within the College.

The staff of Greene's Tutorial College recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### Introduction

*First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill* (The Joint First Aid Manual 8<sup>th</sup> Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

### Statement of First Aid Provision

The College's arrangements for providing First Aid will:

- Place a duty on the Chief Executive to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- The relevant First Aider will record the incident when any First Aid is administered to employees, students and visitors. The incident should be reported to the Bursar or the Registrar;
- The Bursar will report and record serious accidents, using the relevant form online at <http://www.hse.gov.uk/riddor/report.htm>
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in the college which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of, and review regularly, the First Aid requirements of the College;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for students with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the student.

### Arrangements for First Aid

The College will provide materials and equipment and facilities to provide First Aid. The location of the First Aid kits in the College is:

<i>45, Pembroke Street:</i>	<i>1<sup>st</sup> Floor Records' Office</i>
	<i>Ground Floor Lavatory</i>
<i>43, Pembroke Street:</i>	<i>Top Floor Reading Room (Top Front)</i>
	<i>Ground Floor Pantry</i>
<i>97a, St. Aldate's:</i>	<i>First Floor Pantry</i>
	<i>Ground Floor Middle Room (corner cupboard)</i>

### **A standard First Aid kit will contain the following items:**

- Leaflet giving general advice on First Aid
- Individually wrapped sterile adhesive dressings assorted sizes
- Triangular bandages
- Sterile eye pads
- Sterile eye & wound wash
- Safety pins
- Wound dressings
- Pair(s) of disposable gloves
- Alcohol-free wipe
- Resuscitation face shield
- Heat retaining blanket

Please note that the content of individual kits may vary depending on location or requirement. *Ilona Harizi* will check the contents of the kits on a regular basis. The College First Aider(s) are *Ilona Harizi, Becky Simpson, Imogen Harris*.

Before undertaking any off-site activities, the Chief Executive will assess the level of first aid provision and at least one First Aid kit will be taken along.

### **Information on First Aid arrangements**

The Chief Executive will inform all employees at the college of the following:

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid kits.

In addition, the Chief Executive will ensure that signs are displayed throughout the College providing the following information:

- The names of employees with First Aid qualifications, and their location in the building;
- Location of the First Aid Box.

All members of staff will be made aware of the College's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

### **Accidents involving bumps to a student's head**

The consequence of an injury from an accident involving a bump or blow to a student's head is not always evident immediately and the effects may only become noticeable after a period of time.

### **Transport to hospital or home**

The Chief Executive will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the student's parent or guardian will be notified. If hospital treatment is required, then the student's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Chief Executive may decide to transport the student to the hospital.