GREENE'S COLLEGE OXFORD

First Aid Policy

This policy was adopted in August 2026.

This policy is due to be reviewed in August 2027.

The person responsible for the implementation of this policy is the College Bursar.

It is the responsibility of the College's Governing Body to ensure that this policy is reviewed and updated annually.

Policy Statement

The Governing Body including the Managing Director, 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 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 8th 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 Managing Director 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;
- 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 the parent/guardian where 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:

***45, Pembroke Street**: 1st Floor Records' Office*

Ground Floor Lavatory

***43, Pembroke Street**: Top Floor Reading Room (Top Front)*
Ground Floor Pantry

***95 St. Aldate's**: Ground floor washroom, second floor staff buttery and*
top floor student pantry

***97a, St. Aldate's**: First Floor Pantry*
Ground Floor Middle Room (corner cupboard)

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. The Bursar, Ilona Harizi, will check the contents of the kits on a regular basis. The College First Aider(s) are Carmen Dare, Grant Connor, and Ilona Harizi.

Before undertaking any off-site activities, the Managing Director 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 Managing Director 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 Managing Director 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.

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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 Managing Director 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 Managing Director may decide to transport the student to the hospital.

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