

July, 2021.

First Aid Policy

BASIC FIRST AID PROCEDURE

In the event of a serious medical emergency or if in any doubt:

- Stay calm and reassure the casualty.
- Contact the emergency services by dialing 999 or 111.
- If possible do not leave the casualty unattended. Shout for assistance if necessary and send a colleague to call the emergency services. Only leave the casualty to call the emergency services if no one comes to your aid and you do not have a mobile phone to hand.
- If possible call for the assistance of a First Aider or contact Reception on 01865 200676 and the receptionist will send a First Aider to assist.
- If necessary ensure the ambulance has access to the accident site.

Introduction

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981 and the amended regulations 2009) it is the responsibility of the Proprietor to ensure adequate and appropriate First Aid provision at all times when there are people on the College premises and for staff and pupils during off-site visits and activities.

This policy outlines the Colleges responsibility to provide safe, appropriate, first aid (the initial assistance or treatment given to someone who is injured or suddenly taken ill) to day pupils, boarding pupils, staff, parents and visitors to ensure best practice. It includes arrangements for first aid within the College environment and for activities off site involving pupils and members of staff.

Where more than basic first aid or household remedies are required the parent/guardian of the pupil will be notified as soon as possible.

First Aiders

There will be sufficient numbers of appropriately trained staff to ensure that any incident can be quickly and appropriately dealt with.

First aiders and emergency aiders must have completed a first aid course recognised by the HSE (the Health and Safety Executive) which is renewable every 3 years.

A list of our first aiders and the location of first aid boxes in the College will be available in prominent places around the College.

Where applicable, Host family staff will be encouraged to complete first aid training.

The qualified First-Aider in the college are **Katarina Cicmanova (Chief First Aider) and Jake Morris (First Aider)**, whose desks are situated in the reception office.

A suitably stocked First Aid kit is available in the reception office next to the Dame's desk. The Chief First-Aider is responsible for replenishing any used stock from the kit. The First Aid Kits are located in the third drawer and is marked with a green First Aid sticker on the

In the same location, the First-Aider also keeps an Accident Record Book, in which any accidents or work-based injuries which occur on the premises are recorded.

In the event that no trained first aider is available or on the premises, tutors, pupils or outside contractors should ask the appointed person for assistance in any matter relating to, or requiring, First Aid treatment.

Duties of a First Aider

- To respond promptly to calls for assistance
- To give immediate assistance to casualties with injuries and illness
- To ensure that ambulance or professional medical help is summoned as appropriate
- To record details of accident and treatment and replacing any first aid supplies used

Appointed Persons

An appointed person acts as First Aider in the absence of the First Aider. Their responsibilities include:

- To take charge of the situation until the First Aider arrives.
- To contact emergency services as appropriate.
- To ensure that first aid boxes are replenished regularly and particularly after an incident.

Pupils taken ill/ having an accident in the classroom or elsewhere in the College

If a pupil is taken ill or has an accident in the classroom or anywhere else in the College then they should be sent to the College Dame. If the pupil is too unwell/injured to go to the reception then the College Dame should be fetched. If necessary, first aid will be given at the site and where required an ambulance called. If the pupil's condition is serious an ambulance should be called before the First Aider arrives.

The preceding paragraph also applies to any other person who is taken ill or has an accident on the College premises.

A member of staff will accompany any pupil taken to hospital and await the arrival of parent/guardian.

Notifiable Diseases

Any notifiable disease to any pupil/child will be reported to Public Health England (PHE).

A list of possible or likely occurrences/diseases which require reporting under RIDDOR regulations is included in the appendix No 6. This document is for guidance purposes only, and the HSO should be consulted in the event of any serious incidents or illnesses.

(see separate Covid-19 policy)

Pupils with medical conditions

A list of pupils who have medical conditions will be kept in sharepoint for staff to access.

Location: Documents/Admission Register/Admission Register.xls

Students with severe allergies or condition to be known for First Response Teams will be listed and kept in a folder at the reception.

Activities offsite

When an activity is taking place offsite the designated leader of the party should ensure that they have details of any pupils/children with medical conditions and any treatment they require. They can access this information from The Dame. They are also responsible for collecting a first aid kit and for reporting any accident that occurs offsite.

When to call an ambulance

If a nurse or qualified first aider assesses a casualty and decides an ambulance should be called, or an un-qualified person is unsure about a casualty's condition 999/112 should be rung with the upmost speed. The condition, the treatment and the location of the casualty should be clearly stated and the instructions given by the ambulance service should be followed.

Record keeping

Records should be kept of any first aid administered within the College.

The Accident Record Book is maintained by the Chief First-Aider and inspected by the Health and Safety Officer (HSO) on a monthly basis, or sooner if the First-Aider has reason to bring it to the HSO's attention, with a view to re-assessing or investigating any potential hazards which may exist, or amending the company health and safety policy.

Any accidents falling into the RIDDOR guidelines must be reported to OFSTED, as well as the HSE.

Staff taking medicine

Staff from time to time will be taking prescribed and other medicines themselves and may need to bring their medications onto College premises. Staff are reminded to take care to ensure that any medication that they are taking is kept in a suitably secure place.

Administration of Medicines

Wherever possible, pupils who are assessed as competent to do so, should be encouraged to take responsibility for their own medication. If it is not appropriate for pupils to self-administer owing to a lack of capacity, parents/host families/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours.

Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics, to apply a lotion or the administration of paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.

No medication will be given without the host family/parent's written consent, which must be emailed to the Dame.

When medication is administered, it will be recorded in the Medication Tracker Journal, by the Dame.

Appendix 1 – List of First Aiders

Name of First Aider	Training
Katarina Cicmanova	Chief First Aid at Work
Jake Morris	First Aid at work