



Harrison College Ltd

First Aid Policy

Statement of intent

Reviewed: Sept 2023
Director Approval: October 2023
Next review: Sept 2024

Harrison College is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, students and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the College in regard to all staff, student and visitors.

Harrison College will take every reasonable precaution to ensure the safety and wellbeing of all staff and students. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Personal Development, Behaviour and Welfare Policy
- Safeguarding and Student Protection Policy
- Administration of Medicines Policy

The Principal, alongside the Lead First Aider, has overall responsibility for ensuring that the College has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Legal framework

This policy has due regard to statutory legislation, including, but not limited to the following:

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

Aims

1. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
2. All staff will use their best endeavours, at all times, to secure the welfare of the students.
3. Anyone on the College premises is expected to take reasonable care for their own and others' safety.
4. The aim of this policy is to:
 - a) Ensure that the College has adequate, safe and effective first aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
 - b) Ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.
 - c) Ensure that medicines are only administered at the College when express permission has been granted for this.
 - d) Ensure that all medicines are appropriately stored.
 - e) Promote effective infection control.
5. Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the College site.

To achieve the aims of this policy, the College will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads

- Four individually wrapped triangular bandages (preferably sterile)
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile dressings
- Unmedicated wound dressings
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- One pair of disposable gloves.

Equivalent or additional items are acceptable.

6. The lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.
7. A First Aid box is located behind Reception.

First aiders

1. The main duties of first aiders are to give immediate first aid to students, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the Principal.
3. All first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.

The number of current first aid appointed persons are: Gail Stonier, Gemma Peebles, Michael Peebles, Sean Glossop, Lindsey Platts, Clair Tucker, Julian Mably, Emily Ulley

Emergency procedure in the event of an accident, illness or injury

1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
2. If called, a first aider will assess the situation and take charge of first aid administration.
3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
 - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.

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- Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any students who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be removed from the accident scene. In some cases, parental support may need to be called.
- When the above action has been taken, the incident must be reported to the Principal and parents/carers of the injured student.

Reporting to parents

1. In the event of incident or injury to a student, at least one of the student's parents must be informed as soon as practicable.
2. In the event of serious injury, head injury or any incident requiring emergency medical treatment, the First aider will telephone the student’s parents as soon as possible.
3. An accident form is to be completed fully in the event of an injury.
4. Parent details can be found in Sims.

Visits and events off-site

Before undertaking any off-site events, staff organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the principal before the event is organised.

Storage of medication

1. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber’s instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
2. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
3. Parents should advise the College when a student has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

Illness

1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
2. A quiet area will be set aside for withdrawal and for students to rest while they wait for their parents/carer to arrive to pick them up. Students will be monitored during this time.

Consent

1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the college, which includes emergency numbers, details of allergies and chronic conditions. Where relevant, parents/carers will be asked to complete a separate ‘administration of medication’ form giving consent for staff to administer their child’s medication.

2. Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

Monitoring and review

1. This policy is reviewed annually by the Principal; any changes made to this policy will be communicated to all members of staff.
2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.