



Harrison College Ltd

First Aid Policy

Statement of intent

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
- Accident Recording and Reporting Policy

The Principal 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
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Aims

1. The policy clarifies who has responsibility for providing first aid, maintaining training and ensuring records are compliant with legislation
2. 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.
3. All staff will use their best endeavours, at all times, to secure the welfare of the students and promote safe working environments.
4. Anyone on the College premises is expected to take reasonable care for their own and others' safety.
5. The aim of this policy is to:
 - a) Ensure that the College has adequate, safe, effective and legally compliant first aid provision in place for dealing with illness, accident or injury; no matter how major or minor.
 - b) Ensure that anyone on the premises receives prompt and appropriate care if they become ill or are injured
 - c) Ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.
 - d) Ensure that medicines are only administered at the College when express permission has been granted for this.
 - e) Ensure that all medicines are appropriately stored.
 - f) Promote effective infection control.

6. 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.

7. The Facilities Manager (FM) 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.
8. Staff are required to report to the FM when stocks are getting low or depleted.
9. A First Aid box is located behind Reception, within college minibuses, pool cars and taken on all offsite visits and travel training.

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 are at the correct level after use and informing the Facilities Manager that items need to be restocked.

The number of current First Aid at Work appointed persons are: Gail Stonier, Steve Woodcock, Colette Blunt, Clair Tucker and Lorna Hadwin-Guest.

The number of current Emergency First Aid appointed persons are: Sean Glossop, Rebecca Barber, Laura Cooper, Greg McEnaney, Lindsey Platts, Chris Reid,, Jessica Scholes and Martin Fryer.

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

1. If an accident, illness or injury occurs, the member of staff 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.

- a. Assess the environment to make sure it is safe for the injured person(s) and yourself
 - b. Refrain from moving the injured person unless there is immediate danger
 - c. 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.
2. If called, a first aider will assess the situation and take charge of first aid administration by checking for responsiveness and calling for help immediately if the situation is serious.
3. In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they should raise the alarm, by calling a 'code Rhino' and arrange for the injured person to access appropriate medical treatment without delay.
4. Where an initial assessment by the first aider indicates a serious injury has been sustained, one or more of the following actions will be taken:
 - a. Call for emergency services. Ask a responsible person to do this for you whilst you, or the appropriate first aider provides first aid within the competence level
 - b. Continue to administer emergency help and first aid to all injured persons and provide comfort and support in a calm and orderly manner
 - c. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, action now can prevent the accident from getting more serious, or from involving more victims.
 - d. Keep other students calm and away from the scene to protect privacy and reduce anxiety
5. For all other incidents, whether they are deemed low risk, slight or moderate, follow the procedures below as applicable:
 - a. Continue to administer emergency help and first aid to all injured persons and provide comfort and support in a calm and orderly manner
 - b. If the situation worsens, call an ambulance or a doctor if applicable and await their instructions whilst continuing to administer first aid.
 - c. Maintain supervision and support until help arrives or you have satisfied the injured person no longer requires first aid
 - d. If less serious and not needing emergency assistance on scene, on advice, or talking to the parent / carer, take the accident victim(s) to a doctor or to a hospital.
 - e. 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.
 - f. Follow up with any students who may have witnessed the accident and who may be worried, or traumatised, in spite of not being directly involved.
 - i. In some cases, parental support may need to be called.
 - g. When the above action has been taken, the incident must be reported to the Principal and parents/carers of the injured student. Document everything factually and clearly.
 - h. The incident will be recorded in the Harrison College Accident book and recorded on CPOM's where applicable.
6. Reportable Incidents.
 - a. Under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, (RIDDOR) certain incidents and accidents must be reported to the Health and Safety Executive (HSE)
 - i. If the injury is on the 'specified list' (staff)
 - ii. Over 7 day injuries (staff)

- iii. Hospital treatment (students) unless only a minor injury, for precautionary checks and needing no treatment.
- b. DSL and Director responsibilities have reportable elements; near misses are serious incidents that could have caused harm and these will be monitored and reported as appropriate.

Reporting to parents

1. In the event of incident or injury to a student, at least one of the student's parents or carer's must be informed as soon as practicable.
 - a. Reference to the college policy and safeguarding obligations will be assessed and carried out at all times.
2. In the event of serious injury, any head injury or any incident requiring emergency medical treatment, the first aider will telephone the student's parents / carers as soon as possible including all key information and follow this up with an email for official records.
3. An accident form is to be completed fully in the event of an injury and recorded on CPOM's and a copy kept in the student or staff file.
4. Parent and carer details are held in the confidential contact system through SharePoint.

Visits and events off-site

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

Storage of medication – see the Administration of Medicines Policy for further information

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 student, 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 student becomes ill during the day, the parents/carer will be contacted and asked to pick them up from college as soon as possible.
2. In emergencies 999 will be called
3. Lesser emergencies 101 will be called
4. 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 / carers 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.
2. 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.
 - a. Medication will not be given without consent unless it's an emergency.
3. Staff have a duty of care to safeguard students which includes ensuring safety and health supervision and management.
 - a. staff do not act 'in loco parentis' in making medical decision as this has no basis in law.
 - b. staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances, acting in good faith while having the legal responsibility to act in the best interests of the child.

Monitoring and review

1. This policy is reviewed annually by the Principal and when any changes or updates to health and safety and medical supervision occur.
 - a. 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.