

FIRST AID

1. Purpose

This document sets out the policy for providing first aid in the College and describes the administrative arrangements in place to support the policy. It should be read in conjunction with the College's Health and Safety Policies.

The College's First Aid Policy aims to ensure that:

- a qualified first aider is available when the College is operational.
- a suitable first aid room is available on site at all times when the College is operational.
- first aid equipment and materials are available as needed.
- anyone requiring first aid is able to access it.

2. Policy

- i. First aid will be delivered by a team of qualified staff.
- ii. All support staff will be required to undertake emergency first aid training.
 - a. Initial and renewal first aid training will be offered on a rolling basis through the College's staff development programme.
- iii. All teaching staff will be encouraged to undertake first aid training and must comply with the first aid requirements of the "Safeguarding, Health and Safety of pupils on offsite activities" policy when arranging any offsite activity.
- iv. The Health and Safety Advisor will ensure that there will be a nominated duty first aider with other first aiders available in reserve, on a rota basis, each day the College is operating.
- v. First aiders can be contacted by dialing the duty first aider (or reserve first aiders) on the internal Skype system.
- vi. The College's Health and Safety Advisor will ensure that a first aid room is maintained and kept adequately stocked with appropriate materials at all times.
- vii. First aid boxes, located throughout the College, will be kept adequately stocked at all times.
- viii. First aiders will be given information on any ongoing medical conditions which students have declared within the enrolment process from the

Assistant Principal for Student Experience.

- ix. Meetings of first aiders will be convened by the Health and Safety Advisor on a half termly basis to provide a forum for discussion. Minutes of the half termly meeting will be reviewed by the Assistant Principal for Student Experience.
- x. First aiders will receive an allowance to recognise their contribution to the safety and welfare of site users.

3. Responsibilities of First Aiders

- i) First aiders are required to respond to calls for the provision of first aid.
- ii) In the event of a planned absence of a duty first aider, they must arrange cover and notify the Health and Safety Advisor.
- iii) In the event of the unplanned absence of the duty first aider, i.e. through sickness or other reason, they should inform the Health and Safety Advisor so that alternative cover arrangements can be made.
- iv) First aiders must complete the first aid log providing details of the incident, the treatment given and to whom.
- v) In the event of a young person (aged 17 or under) needing to go to hospital following the attendance of a first aider, the following arrangements will apply:
 - a) The first aider will ensure that contact is made with the student's parent, carer or other appropriate adult.
 - b) The first aider will ensure that the student absence is recorded on the intranet via the Senior Secretary.
 - c) The Senior Secretary will update the student's attendance record and notify the student's tutor who will follow up and record the outcome on the student's tracking page.
 - d) If the student needs to leave College via ambulance before the arrival of the parent, carer or other appropriate adult, the first aider (or other college staff member) will accompany the student until the student's parent, carer or other appropriate adult is present.
 - e) All accidents will be referred to the Assistant Principal for Student Experience and an accident form will be completed.
- vi) In the event of an adult student (aged 18 or over) needing to go to hospital following the attendance of a first aider, the following arrangements will apply:
 - a) The first aider will ensure that contact is made with the student's

- emergency contact, relative or friend.
- b) The first aider will ensure that the student absence is recorded on the intranet via the Senior Secretary.
 - c) The Senior Secretary will update the student's attendance record and notify the student's tutor who will follow up and record the outcome on the student's tracking page.
 - d) If the student needs to leave College via ambulance, the care of the student will be handed over to the Healthcare Professional(s) in attendance.
 - e) All accidents will be referred to the Assistant Principal for Student Experience and an accident form will be completed.
 - vii) Any issues arising from a first aider's attendance at an accident/incident should, in the first instance, be referred to the Assistant Principal for Student Experience.
 - viii) First Aiders are not medically qualified and will not make any diagnosis or give medical advice. In all cases, First Aiders will recommend that student's visit their own GP for advice on all medical conditions.

4. Monitoring, Review and Evaluation

Effective monitoring will allow Callywith College to conduct impact assessments to review the effectiveness of the First aid policy.

- Half termly review of the First Aider meeting minutes to respond to need and areas of challenge.
- Regular review of the incident log to identify potential themes or patterns.
- Regular review of the accident log to identify potential themes or patterns.
- Annual review of the First Aid policy to ensure continued fitness for purpose.