

FIRST AID POLICY

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 always available on site when the College is operational.
- first aid equipment and materials are available as needed.
- anyone requiring first aid can access it.

2. Policy

- i. First aid will be delivered by a team of qualified staff.
- ii. As many staff as possible 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.
- iii. The Health and Safety Advisor will ensure that there will be first aid cover, on a rota basis, each day the College is operating.
- iv. First aiders can be contacted by dialing a first aider on the dedicated number, or in an emergency by using the College's radio system.
- v. 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.
- vi. First aid boxes, located throughout the College, will be kept adequately stocked at all times.
- vii. First aiders will be given information on any ongoing medical conditions which students have declared within the enrolment process from the SENDco.
- viii. Health and Safety meetings will be convened by the Health and Safety Advisor on a termly basis to provide a forum for discussion. Minutes of the termly meeting will be reviewed by the Principal.

3. Responsibilities of First Aiders

- i) First aiders are required to respond to calls for the provision of first aid.
- ii) First aiders must complete the first aid log providing details of the incident, the treatment given and to whom.
- iii) 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 PTA.
 - c) The PTA 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 Health and Safety Advisor and an accident form will be completed.
- iv) 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 PTA.
 - c) The PTA 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 Health and Safety Advisor and an accident form will be completed.
- v) Any issues arising from a first aider's attendance at an accident/incident should, in the first instance, be referred to the Health and Safety Advisor.

- vi) 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.

- Termly review of the Health and Safety meeting minutes to respond to need and areas of challenge from Health and Safety meetings.
- 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.