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| **FIRST AID POLICY**  **Updated Feb June 2018** |
| **1. Authority and circulation**  1.1 This policy has been authorised by the Principal of Inlingua Cheltenham (the School). It is available students and to all members of School Staff.  1.2 The arrangements within this policy (for example the number of First Aiders and first aid boxes and contents of first aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the School with regard to all staff, students and visitors.  1.3 This policy complies with the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.  **2. Definitions**  2.1 First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines.  2.2 First Aiders are members of staff who have completed a Health and Safety Executive (HSE) approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).  2.3 First Aid Guidance is the First aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance (Health and Safety Executive, 2nd edition, 2009).  2.4 Staff means any person employed by the School.  2.5 The Health and Safety Manager is Jeffrey Dyer, whose office is located adjacent to the main reception in Rodney Lodge.  **3. Aims of this policy**  3.1 To ensure that the School 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.  3.2 To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.  3.3 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 School site.  **4. Who is responsible?**  4.1 The Principal David Arrowsmith, as the employer, has overall responsibility for ensuring that the School has adequate and appropriate First Aid equipment, facilities and First-Aid personnel and for ensuring that the correct First Aid procedures are followed.  4.2 The Principal delegates to the Health and Safety Manager the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the School. The Health and Safety Manager and the Principal will regularly (at least annually) carry out a First Aid risk assessment and review the School's First Aid needs to ensure that the School’s First Aid provision is adequate.   4.3 The Principal is responsible for ensuring that all staff and students (including those with reading and language difficulties) are aware of, and have access to, this policy.  4.4 The Principal delegates to the Registrar responsibility for collating medical consent forms and important medical information for each student and ensuring the forms and information are accessible to staff as necessary.  4.5 The Principal is responsible for ensuring that staff has the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.  4.6 First Aiders: The Principal is responsible for ensuring that the School has the minimum number of First Aid personnel (First Aiders).  The following staff have been completed a HSE approved First Aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW):  **Caroline Nicholls Jeffrey Dyer Sharon Rose Chloe Lockett Jennifer Dodds**  The main duties of First Aiders are to give immediate First Aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Principal.  4.7 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. All staff will use their best endeavours, at all times, to secure the welfare of the students.   4.8 Anyone on School premises: Anyone on the School premises is expected to take reasonable care for their own and others' safety.  **5. First aid boxes**  First aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines from St Johns Ambulance. 5.2 First aid boxes are located at these positions around the School site and are as near to hand washing facilities as is practicable:  **Reception area in Rodney Lodge, Business Centre & the main lobby area in Essex House**  5.1 If first aid boxes are used, they should be taken to the Health & Safety Officer (Jeffery Dyer) who will ensure that the first aid box is properly re-stocked. All requirements for the first aid kits are supplied by the Health & Safety Officer and are regularly stocked at request of individual departments.  5.2 School MPV Cars/Hired Coaches: The School may from time to time hire transport or use the Schools MPV Cars for activities. In such circumstances, the member of staff in charge is responsible for ensuring that there is adequate first aid provision (which may require the member of staff to contact a first aider). The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) which is set out in Appendix 1.  Off-site activities: First aid boxes for any off-site activities are kept behind reception.  **6. Information on students**  6.1 Parents are requested to provide written consent for the administration of First Aid and medical treatment for all students under the age of 18.  6.2 The Registrar will be responsible for reviewing students' confidential medical information supplied before arrival. Then only providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a student's functioning at the School to the Principal, Welfare team and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a student or other members of the School.  **7. Procedure in the event of illness**  7.1 Illness: If a student is unwell during lessons then they should consult the member of staff in charge who will inform reception and arrange for the student to be accompanied to the sick bay where they will be attended by a first aider.  **8. Procedure in the event of an accident or injury**  8.1 If an accident occurs, and then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance and a First Aider.  8.2 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 arrange for the injured person to access appropriate medical treatment without delay. As per the Sick Bay Policy.  8.3 Ambulances: If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any student is accompanied in the ambulance if necessary, or followed to hospital, by a member of staff while the school tries to contact the designated emergency contact person.  **9. Procedure in the event of contact with blood or other bodily fluids**  9.1 The First Aider should take the following precautions to avoid risk of infection: 9.1.1 cover any cuts and grazes on their own skin with a waterproof dressing;  9.1.2 wear suitable disposable gloves when dealing with blood or other bodily fluids; 9.1.3 use suitable eye protection and a disposable apron where splashing may occur; 9.1.4 use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation; 9.1.5 wash hands after every procedure. 9.2.0 wash splashes off skin with soap and running water; 9.2.1 wash splashes out of eyes with tap water or an eye wash bottle; 9.2.2 wash splashes out of nose or mouth with tap water, taking care not to swallow the water; 9.2.3 report the incident to the Health and Safety Officer and take medical advice if appropriate.  **10. First aid offsite**  10.1 Offsite: When students travel offsite for organised activities, they will be accompanied by a member of staff and will take first aid equipment from the Registrar’s office. Any incident of first aid treatment must be reported and entered into the Student Database and accident book on return to the School.  **11. Reporting**  11.1 The First Aider should complete a record of the incident and outcome in the Sick bay report and full details in the accident book.   11.2 All injuries, accidents and illnesses, however minor, must be reported to the Principal and he is responsible for ensuring that the accident report forms and databases are filled in correctly and that parents and HSE are kept informed as necessary.   11.3 The Student Database: All injuries, accidents, illnesses and dangerous occurrences (unless very minor) must be recorded in the Student Database. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded.   11.4 Accident report form: The Health and Safety Manager will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the Health and Safety Officer. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.  11.5 Reporting to Parents: In the event of accident or injury parents must be informed as soon as practicable (for students under the age of 18). The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Principal.   11.6 Reporting to HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):  11.6.1 Accidents involving Staff   Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately to the HSE, details in 11.6. Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days; |