



First Aid Procedures

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These procedures are designed to promote the health, safety and welfare of pupils, staff and visitors to the college through the provision of first-aid equipment and trained personnel in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981.

Aims of the Procedures

To help anyone injured on the college premises, to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. This shall be achieved by ensuring that:

- a person is appointed to take charge of first-aid arrangements (Principal)
- staff nominated as “first aiders” receive up-to-date training on courses approved by the Health and Safety Executive (HSE)
- first-aid provision will always be available while people are on the college premises and also off the premises while on school visits
- suitably stocked and marked first-aid kits, eye wash baths and burns kits are available at all appropriate locations throughout the school
- all members of staff are informed of the first-aid arrangements
- written records are maintained of any accidents and reportable injuries
- first-aid arrangements are regularly reviewed.

The Appointed Person

Duties are as follows:

- manage the team of first aiders and monitor their training
- look after the first-aid equipment, restocking first-aid containers when required and replacing out of date materials
- ensure there are enough qualified staff to provide first aid cover. Specific consideration will be given to staff or pupils who have special health needs or disabilities, e.g. PEEP/ Safe Haven / Refuge Point
- procedures are in place to summon an ambulance or other professional medical help when appropriate
- undertake regular risk assessments and liaise with the SLT
- ensure that all accidents and injuries are appropriately recorded
- ensure that all members of staff and tutors are familiar with the college's first-aid provision.

Risk Assessment

In determining the level of provision, the appointed person will consider:

- the provision of first aid for off-site activities and school trips
- the provision for practical lessons and activities, e.g. science and physical education.

Qualifications and Training

All college first aiders will hold a valid certificate of competence issued by an organization whose training and qualifications are approved by the HSE. Refresher training and retesting of competence will be arranged.

First-aid Materials, Equipment and Facilities

First-aid containers will be:

- marked with a white cross on a green background

Portable first-aid containers will be available for all school trips and other activities that take place outside the college buildings.

Where it is known that staff or pupils engaged in an out of school activity have specific health needs or a disability, the contents of the first-aid container will include the resources to meet these specific needs.

Information and Notices

First-aid notices giving the names of members of staff who are certificated first aiders will be prominently displayed in

Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single use disposable gloves and hand washing facilities, and should take when dealing with blood or other bodily fluids and disposing of dressings or other potentially contaminated equipment

Recording Accidents and Injuries

All accidents and injuries will be recorded in a written form and such records will be kept for a minimum of three years.

The record of any first-aid treatment given by first aiders and other appointed persons will include:

- the date, time and place of the incident
- the name and class of the injured or ill person
- the names of any witnesses
- details of the injury or illness and what first aid was given
- what happened to the pupil or member of staff immediately afterwards (eg went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident.

Serious or significant incidents will be reported to parents either by sending a note home with the pupil or by direct contact with the parent or carer, in this instance, the H&S Coordinator shall also be informed.

In an emergency involving outside medical professionals or services the AP will contact a parent or carer.

Reporting Accidents to the HSE

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- accidents resulting in death or major injury (including those that result from physical violence)
- accidents that prevent the injured person from doing their normal work for more than three days.

Further information

If you have any questions about first aid procedures at Oxford International College, please contact:

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Principal

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