



FIRST AID POLICY 2019-20

First Aid can save lives and prevent minor injuries becoming major ones. Tutors' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Tutors and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the College in the same way that parents might be expected to act towards their children. At David Game College we provide the necessary equipment and facilities to ensure that adequate first aid cover is available to staff, students and visitors. This provision is available at all times while people are on the College premises, and also off the premises whilst on College visits. This provision is supplemented with a risk assessment to determine any additional provision that may be necessary. First aiders at the College must be voluntary. It is the responsibility of the College to ensure that adequate first aid provision and that there are sufficient enough trained personnel and equipment on the premises or during College visits or events. Although the College does not have a permanent nurse, all staff have a duty of care towards students and should respond when a situation arise. All new staff must know where first aid resources can be located and who the first aiders are.

Through this policy and according to The Health and Safety (First-Aid) Regulations 1981 and the Diseases and Dangerous Occurrences Regulations 1995, the College is committed to:

- Record all incident where first aid is administered
- Providing the necessary training and resources to staff to administer first aid
- Review the arrangements (annually) for training and resources
- Establishing a procedure for managing accidents
- Undertake risk assessments of first aid requirements in the College

First Aid Boxes

These are controlled and checked by the Appointed Person: see appendix 1 for their location. These are checked termly by the Appointed Person and they are asked to alert the College Administrator of any missing items. The person responsible for checking the first aid provision is John Eddings, and in his absence, Rachel Godfrey. Although there is no specific requirement on what should be in any first aid box, the College has a series of British Standard BS 8599-1 Compliance First Aid kits.

Off-site Activities and Trips

The member of staff in charge of the activity or trip should obtain a first aid container from the Appointed Person. He/she should ensure that he/she has any specialist equipment that

may be required as detailed in the activity risk assessment. One member of staff should have a current first aid qualification. It is the responsibility of the person organising the activity or trip to ensure there is adequate cover. Mobile first-aid kits are available for staff and should be taken on trips.

Accompanying staff should also carry and/or be aware of details for relevant students, including:

- Contact details for parents/Guardians
- Details of any medical conditions
- Details of any medications being currently taken or relevant equipment
- Details of allergies
- Dietary requirements
- Any other relevant information - including anxiety and other mental health/psychological issues

First Aid Training

First Aid courses are organised by the College and run by HSE Approved training organisations or other approved body depending on availability. Within the College we would expect each department to have at least one qualified first aider. Staff may also attend other recognised training courses in first aid.

Staff are advised of the medical protocol during their induction training. It is very important that all staff in the College are aware of the individuals are trained in first-aid and the whereabouts of the first-aid kits.

Out of College Hours

During out of College hours, staff/students on trips or activities should have access to first aid equipment. Those on trips have a dedicated telephone to ensure that they can be contacted or make calls, but all trip and activity organisers are required to have a mobile first aid kit with them. Should a more serious incident occur that requires medical attention, our staff are instructed to seek professional medical help from the relevant authorities (ambulance, paramedic, doctor, etc.).

Risk Assessment and Hazards

It is important that the College is aware of general and specific hazards on its premises. For example, the science laboratories and art room represent a higher risk environment potentially than other parts of the building owing to nature of task and activities that take place within them. The College risk assessment must take hazards and perils posed on these sites very seriously and take appropriate steps. For example, an eye wash must be available in the laboratories as well as provision to deal with burns or scalding from apparatus or general accidents. Cuts from accidents with sharp instruments are a specific concern in the art room and appropriate first-aid provision should be made available.

An annual risk assessment is made and the principal hazards and perils currently are considered:

1. **Art room:** cuts from knives, inhalation of sprays, eye contamination from materials, slippage
2. **Science laboratories:** cuts and lacerations from broken glassware, eye injuries from glass or chemicals, burns from flames, strong acids, alkalis, other chemicals. Inhalation of fumes, eye injuries and slippage
3. **Dark room:** cuts from use of knives, inhalation of chemicals, eye injuries, slippage
4. **Stair case:** falling and slippage
5. **Canteen** – choking, slippage, allergic responses
6. **Gym** – physical strain injury, slippage, dehydration, infection control/hygiene
7. **General** – student (or staff member) who currently has an underlying health issue and may be on medication, may need quick access to medicines on their person or securely held for them at the College
8. **Showers-** infection control, slippage

The role of the Appointed Person

The Appointed Person at David Game is John Eddings and in his absence, Rachel Godfrey. All medical matters and first aid issues should be directed to them. The Appointed Person will take charge when someone is injured or becomes ill. They are also responsible for the first aid equipment and for restocking the first aid containers. They will ensure that an ambulance or other medical help is summoned when appropriate.

Record keeping is also an important role of the Appointed Person. Records must be kept in the College Accident book or in a First Aid log of any important incident just in case the incident turns out to be more serious at a later date or someone develops complications.

The role of the First Aider

All first aiders must complete a training course approved by the Health and Safety Executive. In the event of an injury or illness, the first aider should give immediate help to the casualty. If necessary he/she should send for the College Administrator or the emergency services.

First Aid Information

Basic first aid and CPR techniques are displayed in areas of the College as deemed necessary by the College Administrator. These are regularly updated. John Eddings is in charge of CPD training at the College using the donated BHF demonstration equipment.

Risk Assessment

This should be reviewed annually or at any time after an injury has occurred. Heads of Department in high risk areas are responsible for their own first aid risk assessment. This should be carried out with the help of the College Administrator. The Vice Principal and the College Administrator should carry out the College first aid risk assessment in association with the Appointed Person.

Students with Special Medical Needs

Students at David Game College with medical conditions must be properly supported and where a student has a specific health care plan, sufficient arrangements and coordination are in place so that teachers and other staff are aware of a child's condition and what should be done to help them if they are in distress or ill. It is important that in this process, issues such as SEN and language barriers are factored in. Any educational health care plan should be reviewed annually

The Appointed Person with the help of the College Admissions Officer should draw up an individual health care plan for students with medical needs. The Appointed Person will give specialist training where required to staff willing to administer medication or take responsibility for other aspects of support. Parents are responsible for supplying information about medicines that their son or daughter needs to take while at College, and for making the College aware of any changes in the prescription or the support needed. The parent or doctor should provide written details including:

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Other treatment required
- Any side effects
- Temperature at which medication is kept

In addition parents must provide written consent for the treatment and administration of medication by a member of staff. During admissions, it is the responsibility of the College to ask questions about the medical history of any prospective student and if they are on any medication. Parents and Guardians also have a duty to inform the College of the medical situation of their child or ward. The College will make arrangements for the following information:

- Triggers, sign and treatment of any condition
- Arrangements on whether a child can self-administer medicine
- What to do in an emergency, who to contact, etc

Further Considerations:

- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent, except in exceptional circumstances.
- The College can only accept medicines from parents that are in-date, properly labelled, and provided in the original container as dispensed by the pharmacist or doctor, with appropriate instructions.
- Once the drug is no longer required it must be returned to the parents and safely disposed of.
- A child who has legally been prescribed a drug may have in their possession, if they are competent to do so, but passing it to another child is a serious offence.
- Careful consideration and arrangements should be made for those students who have medical concerns (and who may also have SEN issues) and who go on College

trips and activities. It is crucial that during a risk- assessment stage, proper checks are made on the need of any students, what medicines they may, take, dosage, frequency, nature of conditions and symptoms, etc., etc..

Contacting First Aid Personnel

The Appointed Persons can be contacted in Reception or on their mobile. These numbers are displayed near every phone. First aiders can be contacted through the College Office or directly by phone.

First Aid Room

The College provides an area where treatment can be administered. This is controlled by the Appointed Person. The designated area is the medical room on the ground floor of the College, room A03, A02

The medical room should contain:

- a sink with hot and cold running water;
- drinking water and disposable cups;
- disposable vomit pulp bowls
- soap and paper towels;
- a store for first-aid materials;
- foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
- an examination/medical couch with waterproof protection and clean pillows and blankets;
- a chair;
- bio-hazard first aid kit
- a record book for recording incidents attended by a first-aider or Appointed Person
- **A controlled, lockable drug cabinet.**

The key for the lockable drug cabinet is held by security (John Eddings and Arash) and a third copy kept in reception.

Bio Control and Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves are to be found in all first aid containers. All staff should take great care to avoid infection and cross infection and must follow basic hygiene rules. Staff should have access to single-use disposable gloves and should take care when dealing with blood or other body fluids.

All school staff should take appropriate precautions to avoid infection and must understand and follow basic hygiene procedures. These procedures should be detailed in the College's health and safety policy.

Some basic hygiene procedures are:

- ensuring all staff have access to single-use disposable gloves
- making sure all staff can easily access hand washing facilities or hand sanitiser in all areas of the school and off-site
- safe disposal of clinical waste, blood and other body fluids.

The College has a **bio-control kit for spills**, which is available in reception, the medical room, UFP and HND departments' receptions.

Reporting Accidents

A record of any first aid treatment given by first aiders should be kept. This should be on the official HSE form which can be found in Reception. This should include:

- The date, time and place of the incident;
- The name of the injured person or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards;
- The name and signature of the first aider or person dealing with the incident

Copies should be given to the College Administrator. The following accidents must be reported to HSE:

- Accidents resulting in death or major injury
- Accidents that are the result of physical violence
- Accidents that prevented a person from doing their normal work for more than three days

All records of accidents must be kept for a minimum of three years.

It is the policy of David Game College that all moderate and serious accidents should be reported as soon as possible to parents by telephone and followed in writing. This should be conducted by one of the Vice Principals.

Offsite Visits

Before undertaking any off-site activities, the Vice Principals, Heads of GCSE and Sixth Forms should assess what level of first aid provision is needed. The HSE recommends that, where there is no special risk identified, a minimum stock of first aid items for travelling first aid containers is:

- a leaflet giving general advice on first aid
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped un-medicated wound dressings
- medium-sized sterile individually wrapped un-medicated wound dressings
- disposable gloves

Responsibilities of the Employer

Under the Health and Safety Act 1974 the employer has a series of specific responsibilities relating to Health and Safety in the workplace. Insurance cover must be in place in order to cover possible claims against the College, which should be covered under Employers' Liability and Public Liability. The employer must also arrange for adequate training to cover the number of staff and students at the College, as well as coverage off-site and on educational visits.

This policy should be read in association with H&S and risk policies and educational visits policy.

Updated August 2019

To be reviewed August 2020

Appendix 1: First Aiders

Appointed Person: John Eddings; in his absence, Rachel Godfrey

Staff holding First at Work:

- **Julia Cushnir** First Aid Expire **Date** 03/01/2022 (First Aid at Work)
- **John Edding** First Aid Expire **Date** 20/10/2020 (Emergency)
- **David Maguire** Fire Aid Expire **Date** 14/12/2020 (Emergency)
- **Niel Pama** First Aid Expire **Date** 10/07/2022 (Emergency)
- **Terry Kwok** First Aid Expire **Date** 02/07/2022 (Emergency)
- **Sima Sanders** First Aid Expire **Date** 06/12/2020 (First Aid at Work)
- **Kate Stephen** First Aid Expire **Date** 05/12/2019 (First Aid at Work)

N.B. Sima Sanders is in the HND department and K. Stephens is in the UFP department

Staff Person trained in the administration of medication: Dr Julia Cushnir

Appendix 2

Location of First Aid Boxes

<u>Location</u>	<u>No of boxes</u>	<u>Type</u>
Biology .Room A306. 3RD Floor. DGC.	1	First Aid kit./ Eye wash Kit
Physics. Room A307. 3 rd Floor. DGC.	1	First Aid kit./ Eye wash Kit
Chemistry. Room A308. 3rd Floor. DGC	1	First Aid kit. / Eye wash Kit
Art Room . Room A305. 3 rd Floor. DGC.	1	First Aid Kit./Eye wash Kit
<u>Location</u>	<u>No of boxes</u>	<u>Type</u>
Reception. 2nd Floor. KAE.	1	First Aid kit
Reception. 1ST Floor. DGC.	2	First Aid / Body Fluid Kit.
Ground Floor Main Entrance. DGC	1	First Aid Kit.
Medical Room Ground Floor. DGC.	2	First Aid / Body Fluid Kit.
Ground Floor DGHE Entrance.	1	First Aid Kit.
<u>Location</u>	<u>No of boxes</u>	<u>Type</u>
Canteen Ground Floor.	1	First Aid kit.
Art Room. 5 th Floor. Room B02. UFP.	1	First Aid Kit.
Reception. 3rd Floor. Room B301. UFP.	2	First Aid Kit / Body Fluid Kit.
Kitchen. 3 rd Floor. Room B311. UFP.	1	First Aid Kit.
Reception. 1ST Floor. DGHE.	2	First Aid Kit / Body Fluid Kit.
Dark Room Basement. Room LG14.	1	First Aid Kit.