

# HAVEN HIGH TECHNOLOGY COLLEGE

## FIRST AID POLICY

### INTRODUCTION

This policy outlines the college's responsibility to provide adequate and appropriate first aid to students, staff and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

### AIMS

- To identify the first aid needs of the college in line with the management of the Health and Safety at work regulations.
- To ensure that first aid provision is available at all times while people are on college premises, and also off the premises whilst on visits.

### OBJECTIVES

- To appoint an appropriate, suitably trained Lead First Aider to meet the needs of the college.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the college's First Aid arrangements.
- To keep accident records.

### PERSONNEL

The college will ensure that a risk assessment of the college is undertaken and that the appointments, training and resources for First Aid are appropriate and in place.

**The Executive Headteacher** is responsible for putting the policy into practice and for developing detailed procedures. He should ensure that the policy and information on the college's arrangements for First Aid are made available to all stakeholders.

**All staff** are expected to do all they can to secure the welfare of the students.

**The appointed person**, who is the Lead First Aider, should have undertaken Emergency First Aid. She will:

- Take charge when someone is injured or becomes ill.
- Look after the First Aid equipment
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**The other First Aiders** must have completed and keep updated training courses approved by the HSE.

### PROCEDURES

- Reviews of Risk Assessments will be carried out annually and when circumstances alter, by the H&S officer and department heads. Recommendations on measures needed to prevent or control identified risks are to be forwarded to the Executive Headteacher.
- The college will ensure that staff are informed about the college's First Aid arrangements, giving the location of equipment, facilities and First Aid personnel. This will appear in the staff handbook.
- First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.
- Appointed persons will undertake one-day emergency First Aid training.
- The college will ensure that the appropriate number of First Aid containers are available and will:

- i. All be marked with a white cross on a green background
- ii. Be in both college mini-buses.
- iii. Accompany PE teachers off site.

### **REPORTING ACCIDENTS**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, some accidents must be reported to the HSE. The college will keep a record of any incidents. This must include: the date, time and place, personal details of those involved, and a brief description of the nature of the incident. Any reportable incidents should be referred to the college's H&S officer.

Lead First Aider	Lesley Cooper
H&S Officer	Linda Beauchamp
First Aid Room	Front office

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