

12 Jan 2018

FIRST-AID POLICY

INTRODUCTION

1. The First Aid procedure at CCSS is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.
2. The College employs a qualified nurse in support of boarding students. She may be consulted for matters relating to first-aid. However, the College depends on qualified First Aiders or Emergency Appointed Persons and these are not trained doctors or nurses.
3. All members of the college community should be aware of the support available and the procedures to follow in the event of an accident. The Trustees are committed to allocating sufficient resources to ensure that appropriate first-aid cover is available at all times.

OBJECTIVES

4. The objectives of the First-Aid Policy are as follows:
 - a. To provide effective, safe First Aid cover for students, staff and visitors.
 - b. To ensure that all staff and students are aware of the system in place.
 - c. To provide awareness of Health & Safety issues within school and on college trips, to prevent, where possible, potential dangers or accidents.

RESPONSIBILITIES

5. The Trustees are committed to allocating sufficient resources to ensure that appropriate first-aid cover is available at all times.

6 The Principal delegates to the College Health & Safety Manager (CHASM) the responsibility of providing adequate First-Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.

7. The CHASM is responsible for the co-ordination and application of the first-aid policy, for arranging training for first-aiders and for ensuring that all new staff are made aware of the First Aid procedures.

8. The College Nurse will at the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. The College Nurse retains a file of up to date medical consent forms for every student in each year.

9. First-Aiders. Within this policy, the term First-Aider refers to those members of the CCSS community who are in possession of a valid First-Aid at Work certificate or Emergency First-Aid at Work certificate. First-Aiders will:

- a. Ensure that their qualification and insurance [provided by the school] are always up to date.
- b. Ensure that first aid cover is available during term time
- c. Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First-Aiders or Emergency Services.
- d. Help fellow First-Aiders at an incident and provide support during the aftermath.
- e. Act as a person who can be relied upon to help when the need arises.
- f. Ensure that their portable first-aid kits are adequately stocked and always to hand. Contact the College Nurse if stock needs to be replenished.
- g. Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by accompanying them directly to hospital or by delegating this to another member of staff.
- h. Ensure that a student who is sent to hospital by ambulance is either:
 - (1) Accompanied in the ambulance at the request of paramedics.

- (2) Followed to a hospital by a member of staff to act in loco parents if a relative cannot be contacted.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

- i. Ensure that, in the case of an accident, the Accident Book is completed by the appropriate person.

- j. Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

10. Teachers and House Managers will:

- a. Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.

- b. Ensure that their students/tutees are aware of the procedures in operation.

- c. Ensure that they have a current medical information form for every student that they take out on a college trip which indicates any specific conditions or medications of which they should be aware.

11. Teachers and House Managers will, in the event of an incident:

- a. Ensure that in the event that an injury has caused a problem requiring first-aid, the student is referred to a First Aider for examination.

- b. Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.

- c. Send for help to the on site office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.

- d. Reassure, but never treat, a casualty unless in possession of a valid First Aid at Work or Appointed Person First Aid qualification or know the correct procedures.

- e. Send a student who has minor injuries to the on-site office or on-duty House Manager if they are able to walk, where a First Aider will see them; the student should be accompanied.

f. Send a student who feels generally 'unwell' to the College Nurse and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.

g. Have regard to personal safety.

12. Admin Staff will:

a. Call for a qualified First-Aider (unless they are one themselves) to treat any injured student.

b. Support the First-Aiders in calling for an ambulance or contacting relatives in an emergency

c. Send students who simply do not feel well to the College Nurse