

## Brampton College First Aid Policy

It is our policy to provide a healthy and safe environment for staff, students and visitors to the College. We expect that at all times our staff and students will cooperate fully in implementing health and safety initiatives, do everything possible to make sure injuries do not occur to themselves and others and take responsible care of their own health and safety at all times.

- It is our intention to ensure that at all time there is a qualified first aider on the premises. Details of the nominated first aiders are posted on all floors.
- There are first aid boxes in the following areas:
  1. Reception
  2. Physics Lab – room 19
  3. Chemistry Lab - room 20
  4. Biology Lab - room 21
  5. Science Lab - room 23
  6. Business Manager’s Office/First Aid Room - room 4
  7. Maple Leaf House - Art Room
  8. Library
  9. Mathematics Annex - Room 9
- All accidents that occur on the school premises involving members of staff, students or persons not employed by the school (however minor) must be recorded in the accident log which is kept digitally <M:\Administration\Health and Safety>.
- All students, after first-aid has been administered, should return to class, unless the accident is deemed of a serious nature.
- In the case of all serious accidents, an ambulance would be called or the injured person should be advised to see their doctor and this recommendation written into the accident log.
- If a student becomes ill, we will take every step possible to contact parents, but if this is not possible, we will take responsible measures to care for that student.
- We will expect parents to cooperate with us by not permitting students to attend College if they have any infectious or contagious illness. Staff will also be asked not to attend work under similar circumstances.
- A record of all students' chronic complaints e.g. asthma, epilepsy must be kept in the first aid cupboard in the first aid rooms and updated regularly. Separate policies are available for asthma, epilepsy and medicines.

**Procedure to be followed in the event of an accident:**

- If a student or a member of staff has an accident they will receive first aid from a first aider.
- Gloves will be worn when dealing with blood or any other bodily fluids.
- The wound will be cleaned with sterile cloths or a cold compress applied.
- No ointments can be used and no internal medicine given.
- If hospital attention is needed then a first aider will make that decision and will take the necessary action to get that person to hospital.
- If the accident has happened to a student; a member of staff will inform the parents immediately.
- The accident will be reported to the Health and Safety Officer.
- The accident will be recorded in the accident log. It will state the time it happened, the date, how it happened, first aid given and any recommendations arising.

The Health and Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.