

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.

A formal first aid needs assessment has been carried out to determine the appropriate number and type of first aiders, as well as the necessary equipment and facilities required to meet the needs of staff, students, and visitors.

This assessment is conducted in accordance with the Health and Safety (First Aid) Regulations 1981, which require employers to ensure adequate and appropriate first aid provision in the workplace. This policy has been written based on the DfE guidance **First aid in schools, early years and further education** (updated February 2022) and with the Health and Safety (First Aid) Regulations 1981.

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 the bottom of the fire procedures notice – a copy of which is displayed in each room. First aid training is refreshed every 3 years.

The College will review its First Aid Needs Assessment **annually**, using the HSE First Aid at Work Assessment Tool, taking into account staff numbers, pupil needs, site layout, high-risk activities and previous incidents.

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. First Aid Room
7. Library
8. Annexe – Room 25
9. Annexe - Art Room
10. Maths Block - Room 9
11. VP Office – Room 37

It is the responsibility of the chief first aider to check annually that the first aid kits are full and in date.

All accidents that occur on the college premises involving members of staff, students or persons not employed by the College (however minor) must be recorded in the accident log which is kept electronically.

Any instance where a student or staff member has sought the advice of a first aider should be recorded in the first aid log (even if no first aid was administered).

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 would be advised to see their doctor or visit a walk-in centre and this recommendation written into the accident/first aid 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 illnesses is stored on the College's management system. Any medication supplied by the student to the College will be stored in the main office. A decision will be made on a case-by-case basis whether it is appropriate for the College to hold medication for a student. Students with chronic illnesses or medical needs will have an Individual Healthcare Plan (IHP) where appropriate, consistent with DfE statutory guidance on Supporting Pupils with Medical Conditions.

It is the responsibility of the student/ their parents or guardian to supply the College with any spare medication e.g. EpiPens and to make sure they are in date.

Our First Aid Room meets HSE standards in that it is accessible, well-lit, ventilated and has a sink and drinking water.

For risky off-site visits (such as sports activities or overseas trips), one member of staff must be a first aider. They will carry a first aid kit with them.

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. Members of staff with a "First Aider at Work" qualification should be sought first. In the event that none are available, a member of staff with emergency first aid training can assist.
- Gloves will be worn when dealing with blood or any other bodily fluids. All waste will be disposed of in the sanitary bins in the staff toilets
- The wound will be cleaned with sterile wipes or a cold compress applied. Bandages or plasters will be applied if needed.
- All staff are trained annually to use auto-injectors like EpiPens and are permitted to administer them, even if they are not first aid certified, as long as there is written parental consent. However, no staff member is obligated to do so. If a student requires an injection and the staff member present is unwilling to administer it, they must immediately find another staff member who is willing and able to help.

- The college has an allergy register in the main staff room which should be consulted if a student is having a suspected allergic reaction. If anaphylaxis is suspected, an ambulance must be called and the word “anaphylaxis” stated to the operator. The first aider must note the time that any medication is administered.
- The college has an AED in the main staff room. Anyone is permitted to administer them but as with the EpiPen, no one is required to do so.
- No ointments can be used, and no internal medicine given (with the exception of an EpiPen if we have written consent from parents).
- 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 an ambulance is called but the expected arrival time of the ambulance is likely to be long, the college will consider calling Hatzola (Jewish ambulance service) on 0300 999 4999. This is a free ambulance service which can be used by anyone, regardless of religion.
- If the accident has happened to a student; a member of staff will inform the parents immediately.
- The accident will be reported to the Bursar and Principal.
- 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.
- Where a student experiences a mental-health crisis (such as panic attack or severe distress), staff must follow the College’s Mental Health & Wellbeing procedures and seek immediate help from the DSL or Mental Health Lead.

The Lead First Aider should report serious accidents, diseases and dangerous occurrences to the HSE or other enforcing authority if appropriate. This will be the case when an ambulance is called.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Lead First Aider is responsible for reporting certain serious incidents to the Health and Safety Executive (HSE). All RIDDOR-reportable incidents will be submitted promptly via the HSE online reporting system, and recorded separately in the College’s RIDDOR file.

Reportable incidents include:

- Deaths and serious injuries (e.g. fractures, amputations, loss of consciousness)
- Occupational diseases (e.g. carpal tunnel syndrome, occupational asthma)
- Dangerous occurrences (e.g. equipment failure, fire, or explosion)
- Injuries resulting in more than seven consecutive days of absence from work

All such incidents must be reported promptly using the appropriate HSE online reporting system. A record of the report must also be kept in the College’s accident log.