

## **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 the bottom of the fire procedures notice – a copy of which is stuck-up in each room.

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. Maple Leaf House – Room 25
9. Maple Leaf House - Art Room
10. Mathematics Annexe - Room 9

All accidents that occur on the school 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 must 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 cupboard in the First Aid Room.

It is the responsibility of the student/ their parents or guardian to supply the College with any spare medication e.g. epipens

**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 Bursar and VPs.
- 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 Bursar and VPs are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.