HARROW INDEPENDENT COLLEGE

School of Mathematics, Science & Economics

First Aid Policy

Harrow Independent College

THE PLACE FOR FIRST AID:

The College will confirm to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as reasonably practicable, a safe and healthy environment, both physically and psychologically, for all its employees, volunteers, and other workers.

The college also recognises its responsibility for the safety and welfare of all the students at the college is paramount. First Aid matters will be raised at Staff Briefing and staff meetings. First Aid notices will be prominently displayed and all staff/new students will be informed about First Aid arrangements.

FIRST-AID PROVISION

1. A suitably stocked and labeled first-aid box is situated in the college Medical Room, there is also additional First- Aid kits in all the classrooms.

2. The college will have at least two Trained First Aiders at all times.

3. The college will display Information for employees, students, parents/carers on first-aid arrangements around college.

4. The college carries out on going risk assessment annually.

5. First-aid provision is available at all times while people are on college premises, and on off-site visits where a risk assessment has indicated this might be necessary (e.g. field trips).

RESPONSIBILITIES:

Health and Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises.

The College is responsible for having a health and safety policy. This does include arrangements for first aid, based on a risk assessment of the college, and covers

- Numbers of first-aiders/ appointed persons;
- Numbers and locations of first-aid Kits;
- Arrangements for off-site activities/ trips/work experience.

HIC will provide 2 qualified First Aiders (1 Male and other Female) who have received training approved by the HSE and updated every 3 years. One First Aider will be onsite whenever the college is open (including parents' evenings and other out of hour's events) and one will normally accompany off site visits.

HIC will maintain an individual health care plan for students with specific medical needs. Anaphylaxis, diabetes, epilepsy etc. and ensure that explicit permission is given for the administration of any medications in writing.

Parents have the prime responsibility for their child's health and should provide the college with information about their child's medical conditions.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the college in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Adequate and appropriate training and guidance is given to staff who volunteer to be first alders/ appointed persons. There will be enough trained staff to meet the statutory requirements and assessed needs. First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure they receive refresher training every 3 years.

Duties of a first-aider/appointed person are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the college.

- When necessary, ensure that an ambulance or other professional medical help is called.
- Enter details of injuries and treatment outcome in the appropriate record, usually the Accident file by filling appropriate forms.
- Take charge when someone is injured or becomes ill.
- Look after the first-aid equipment e.g. restocking the first-aid kits.

PROCEDURE IN CASE OF ACCIDENT, INJURY, DEFECTS OR HAZARDS:

In case of an accident at the college, the following procedures should be followed:

- The injured party should be seen by a qualified First Aider/Appointed Person
- If the injuries cannot be treated at the college, arrangements should be made for transportation to hospital. An Ambulance must be called.
- All injuries need to be recorded in the college Accident file by a qualified First Aider.
- If the accident is as a result of an incident on site, all parties involved and all witnesses need to file an incident report.
- Parents/ Carers will be notified.

HYGIENE/ INFECTION CONTROL:

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. All bodily fluids on the floor will be cleaned up using an absorbent powder, then swept up with a designated dust pan and brush and placed in a secured plastic bag and disposed of in the outside bin. Bodily fluid spillages on hard surfaces will be cleaned up with paper towels and disposed of in a sealed plastic bag in the outside bin, the area will be cleaned with a sanitizer.

RECORD KEEPING

College keeps a record of any first aid treatment given by first aiders/appointed persons within the Accident file. This includes:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of the injury/ illness and what first aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the first aider or person dealing with the incident.

All employees are reminded that they are responsible for reporting any defects in the equipment or damage to their classrooms to the Principal. Any damage to the building that could be dangerous should also be reported to the Principal immediately.

SPECIAL ARRANGEMENTS:

In some cases children with medical needs may be more at risk than other children. Staff may need to take additional steps to safeguard the health and safety of such children. In a few cases individual procedures may be needed and these will be detailed in an individual Risk Assessment. The Principal is responsible for making sure that all relevant staff know about and if necessary are trained to provide any additional support these children may require.

EMERGENCY SITUATIONS:

First Aiders must be trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions the most common ones asthma, diabetes, epilepsy and severe allergic reaction.

Children with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet by college staff.

Children with epilepsy-concerns about safety should be discussed with the child and parents as part of the health care plan. Children with diabetes should be able to manage their own medication. This should be discussed with child and parent as part of the health care plan.

Anaphylaxis– parents and child should discuss allergies as part of the health care plan.

CHILD PROTECTION:

If any concerns are raised that have safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the First Aider must inform the designated safeguarding lead (DSL) who will then take a appropriate action.

PHYSICAL CONTACT WITH STUDENTS:

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children.

Any treatment should:

1. Not involve more contact than necessary
2. Be undertaken by staff who have volunteered to be designated to the task
3. Be carried out wherever possible, in front of other children or adults
4. Be recorded in the Accident file
5. All Parents will be informed if their child has received any treatment at college

FIRST-AID MATERIALS, EQUIPMENT AND FACILITIES:

First-aid equipment must be clearly labelled, easily accessible and up to date. Students' individual medical kits must be clearly marked on the outside and contain their health care plan plus up to date medicines provided by the parents.

CONTENTS OF THE FIRST AID KITS:

All first aid kits must contain the correct contents to provide first aid to our students and staff when required.

A First- aider/Appointed Person is responsible for examining the contents of first- aid kits. They are checked regularly and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.

TRAVELLING FIRST AID CONTAINERS:

Before undertaking any off-site activities, the responsible person must assess what level of first-aid provision is needed. A portable first-aid kit is maintained in a good condition and readily available for use.

ACCIDENTS

All accidents that occur on college premises must be reported to the Principal and recorded in the Accident file. All witnesses should also complete Incident Reports, if required.

All records are being kept for a minimum of 3 years. They will be analysed to look for trends and patterns and may:

- Be used for reference in future first-aid needs assessments;
- Be helpful for insurance and investigative purposes.

COLLEGE FIRST AIDERS

Mr Kandiah Kandeepan

& Ms. Shandhya Parameswaran

This Policy was agreed by:

The Principal – Mr. Kandiah Kandeepan

Updated on 16th April 2024

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Next review Due anytime before End of June 2027