

First Aid Policy



This policy is written as an extension of the Trent College Health and Safety Policy, endorsed by its Health and Safety Policy Committee.

Policy Statement

Trent College will undertake to ensure compliance with the relevant legislation with regard to provision of first aid to all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by any activities on school premises. Practical arrangements will be provided, where possible, at the point of need. The First Aid Coordinator manages the implementation of our First Aid Policy.

Aims/Objectives

This policy will be achieved by:

- Ensuring we deliver a high standard of training, support and education to all in our community so we safeguard the wellbeing of all. This includes maintaining a database of qualified first aid staff and meeting all training requirements on a routine basis.
- Ensuring there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises (including at least one qualified First Aider on each site when pupils are present).
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid with appropriate access to the facilities (as listed in the Health & Safety Policy 3.15).
- Ensuring the above provisions are transparent and clear to all who may require them.

Responsibilities

- The First Aid Coordinator and Health and Safety Advisor will ensure that the First Aid Policy and Procedures are reviewed annually.
- The First Aid Coordinator will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.
- School Health and Safety Consultative Committee Members in consultation with the First Aid Coordinator will ensure that minimum numbers of First Aiders, identified in the first aid assessment, will be provided.
- The Health and Safety Advisor, in consultation with the First Aid Coordinator, will ensure that First-Aiders, as identified by relevant staff, are offered training to a competent standard, which includes refresher training.
- School Health and Safety Consultative Committee Members in consultation with the First Aid Coordinator will ensure that arrangements are in place for a suitable budget for training and re-training of First Aiders.
- The Health and Safety Advisor in liaison with the First Aid Coordinator will ensure that suitable first aid equipment is provided.
- School Health and Safety Consultative Committee Members in liaison with the First Aid Coordinator will ensure the suitable first aid notices are displayed, which detail names of First Aiders and contact information.

- First Aiders will ensure that all first aid treatments are recorded in the legally prescribed accident book as stated in the Health and Safety Policy 3.16.
- School Health and Safety Consultative Committee in consultation with the First Aid Coordinator will ensure that the policy is followed for first aid arrangements within examination rooms and other activities such as project work, external visits, expeditions, sports/music tours and field trips.
- Arrangements for pupils with particular medical conditions (e.g. Asthma, Diabetes etc.) will be made and specific protocols to support these pupils will be passed to relevant staff.
- The Medical Centre will supply guidance procedures in the case of spillage of bodily fluids.
- The Medical Centre will supply guidance on how to refer on particular medical cases/accidents, including when to call an ambulance.
- The School will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences (according to HSE Regulations 1995); this will be overseen by the School Health and Safety Consultative Committee.