

## **First Aid Policy**

The Health and Safety (First Aid) Regulations 1981 and the approved code of practice require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

Cambridge Tutors College will therefore ensure that first aid arrangements be established in compliance with current legislation and also the additional guidance issued by DCSF, having special regard to the publication, Guidance on First Aid for Schools. In practice, this means arrangements will be made to ensure that first aid is available to employees, students, visitors and all others visiting College premises and also when members of the College are on organised off site activities.

### **Aims and objectives**

- Provide sufficient numbers of qualified persons to carry out first aid treatment
- Provide sufficient and appropriate first aid materials and resources
- Ensure first aid provision is available at all times while people are on the college premises and also whilst on organised college visits
- Ensure compliance with relevant legislation
- Identify any hazards on the College premises and take appropriate action
- To keep accident records and to report to the HSE as required under the reporting of injuries, diseases and dangerous occurrences regulations 1995.(RIDDOR)

### **Responsibilities**

The Principal has overall responsibility for ensuring health and safety of the College community and carries out these duties with the assistance of the Senior Management Team, the Health and Safety Committee and the Head of Student Welfare, Patricia Brown, who also oversees the day to day implementation of first aid.

Copies of the College First Aid Policy are available on the College website, in the Welfare Department and also in the Health and Welfare Information file, which is located in the staffroom. All staff should familiarise themselves with the contents of this policy so that they are aware of their responsibilities and the procedures and practices which are currently in place.

### **Qualifications and Training**

First aiders are required to hold a valid certificate of competence issued by a recognised body and undergo regular retraining as necessary in order to keep their knowledge current and their certificates unexpired. These are voluntary positions although those staff involved with sports activities are usually Qualified First Aiders. Appropriate arrangements will be made for staff to attend refresher and retraining courses as necessary.

### **Review**

This policy and first aid provision is subject to annual review. Special regard must be paid to the number of qualified first aiders following any staff changes.

## Provision

Cambridge Tutors College is by definition a low risk institution and should therefore have 1 qualified first aider per 50 to 100 people. As an assessment of our first aid requirements, maximum student numbers are in the region of 270 - 280, plus academic, administration and support staff totalling a further 50 – 60 individuals, however, there are no occasions during the year when all members of staff and students are on site at the same time. From September 2009 we therefore have the following qualified first aiders: (there is always a minimum of one first aider on site when students are present)

Name	Location	Position	Certificate Valid Until	Notes
Patricia Brown	A 42	Head of Student Welfare	July 2011	Full time
Tracey Chivers	A401	Welfare Office Assistant	July 2011	Not Thursday
Marisca Botha	see timetable	PE Tutor / Sports Activities Coordinator	July 2011	Not Tues or Thurs
Sandra Carroll	library	Librarian	July 2011	9.00 - 4.30 pm
Paul Nicklin	D 15	Tutor	June 2011	Full time
Gianni Merone	see timetable	Tutor	May 2011	Not Tues or Fri

## First Aid Cover

Location and quantity of first aid kits

Quantity	Location	Cover	Notes
1	Main Office	1 - 50 People	wall mounted
1	Main Office	1 - 50 people	mobile Kit
1	Library	1 - 50 people	mobile Kit
1	A 401	1 - 50 people	mobile kit
1	Prep Lab	1 - 50 people	mobile kit
1	B22	1 - 10 people	wall mounted
1	B23	1 - 10 people	wall mounted
1	B24	1 - 10 people	wall mounted
1	B 25	1 - 10 people	wall mounted
1	B 26	1 - 10 people	wall mounted
1	Copse utility room	1 - 50 People	mobile kit

Cover = 350 people

## Other First Aid Kits available:

Minibus	1x passenger carrying vehicle kit (to comply with latest PCV regulations)
Prep Lab	1 x travelling kit (to be carried by hand on field trips) 1 person
Sports Bag	1 x standard first aid kit with additional materials specific for sports injuries, kit available from Mrs Botha

*The contents of each first aid kit is checked once each academic term, replenished as necessary and new stocks are usually ordered on an annual basis. Stocks of first aid equipment in College are stored in the locking cupboards in A 41.*

### **Medical Room A 401**

There is a medical room in the College located in the A block on the first floor, room A401. The room has a bed, sink, first aid kit and other first aid equipment including ice packs, blankets, pillows and thermometers. Two qualified first aid staff are normally available at this location, Mrs Brown and Mrs. Chivers. This room is also situated near male and female toilets and has a telephone, internal extension 107.

The records of first aid treatment and the Accident Record Book are located in this office. Records are normally retained for a period of three years. Instructions on the completion of these record books are located at the front of each book.

The record of any accident or injury with a health and safety concern is passed by the Head of Student Welfare to the Principal and Premises Officer, who is a member of the Health & Safety Committee, for review and appropriate action as necessary.

### **Reporting to RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

The Health and Safety Executive (HSE) must be notified of fatal and major injuries and dangerous occurrences without delay, e.g. by telephone on 0845 300 99 23. The Accident Record book contains the instructions and the guidance on how to complete the necessary form 2508 which must also be submitted within 10 days of the occurrence. A RIDDOR guidance leaflet is also available in the medical room for reference. The HSE are always available to offer telephone advice on whether an incident requires reporting to them under these regulations.

### **Signposting**

The location of all first aid kits in College are clearly marked in line with current guidance. In addition, information on the nearest qualified first aider (s) on duty is also displayed accordingly.

### **Information on Medical Conditions**

If a student has a declared medical condition this is recorded on their student profile. Academic tutors should familiarise themselves with the personal details of all their students. If a student has a serious medical condition i.e. epilepsy, it may be necessary to inform all members of staff in case first aid assistance is needed anywhere on College premises. Such information will generally be circulated by the Welfare Department.

Paper copies of all current student profiles are located in the staffroom. If tutors become aware of any medical condition not recorded on the profile, please inform the main office urgently. Parents must inform the College of any medical condition, its treatment and details of any medication prescribed. There is also an additional electronic Register of Medical Conditions which is maintained by the Head of Student Welfare. A current paper copy of this register is kept in the medical room and also in the Health and Welfare Information file in the staffroom.

Any member of staff in charge of an offsite visit must obtain medical information on participating students, including details of any medication requirements and appropriate emergency contact details, prior to the activity taking place. Further guidance on this topic is available in the general information material relating to the preparation of any off site activity, copies available in the Health

& Welfare Information file located in the staff room. The Head of Student Welfare is also able to provide further help on this if needed. Staff members alone on any trip or during a PE lesson must have access to a telephone to summon help if necessary.

Details of students' medical and dietary requirements are also forwarded to host families as necessary.

It is the College policy not to administer drugs or other forms of medication. However, individuals may be assisted by a qualified first aider to take their own medication if necessary, for example asthma pump. Special arrangements may be available for students with specific medical needs and these requirements should be discussed in advance with the College.

### **First aid**

First aid is an emergency treatment given to an injured or unwell person before professional medical care is available. At CTC the Qualified First Aider attending any incident will decide on the level of treatment necessary, which may include transport home, or to the host family, contacting parents or host family, making a doctor's appointment or summoning an ambulance.

In the case of a student needing emergency treatment in hospital, their parent, guardian and /or host family should be contacted as soon as possible.

Members of CTC staff who are Qualified First Aiders also receive a copy of a publication called CTC Guidance for Qualified First Aiders to help them in their role.

Any student or member of staff who feels unwell may either go to the main office, or to the Welfare Department in A401/A42 for further advice, or treatment, as necessary.

### **Infection Control**

No student may attend college, having been exposed to an infectious disease without a medical certificate signed by a doctor. If a student has been in contact with any contagious condition they are to contact the College immediately before coming onto the premises.

With widespread contagious diseases such as the 2009 swine flu pandemic, H1N1, as the situation is likely to change rapidly, special guidance will be issued separately to ensure accurate and current information is immediately available. As part of these additional measures, as of September 2009, antibacterial hand cleaning gels are available in all toilets and teaching rooms for staff and students to use as required. Common sense basic hygiene procedures should also be continued to be followed and gels are provided as additional infection control measures.

All first aiders are fully trained on how to protect themselves when dealing with body fluids . All other staff should call for the assistance of a first aider if faced the accidental spillage of body fluids. Care should also be taken when disposing of any body fluids; all bags containing such materials should be sealed and passed to the Premises Officer for disposal as appropriate.