

Westminster Tutors



First Aid Policy

2024-2025

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1. Introduction

- 1.1 The definition of First Aid is as follows:
- In cases where a person will need help from a medical practitioner or nurse, treatment to preserve life and minimise the consequences of injury and illness until help is obtained.
 - Treatment of minor injuries that would otherwise receive no treatment or that do not need treatment by a medical practitioner or nurse.
- 1.2 This first aid policy provides an overview of the statutory requirements and how these are met in college. All safeguarding and child protection policy guidelines must be adhered to both on and off the college site, when first aid is administered.
- 1.3 The responsibility for drawing up and implementing the First Aid Policy is delegated to the Principal, including informing staff and parents. However, implementation remains the responsibility of all staff in our college in order to keep children healthy, safeguarded and protected whenever they are in our care.

2. Current Procedure

- 2.1 Our appointed person (First Aid Co-ordinator) undertakes and records an annual review. A first aid needs assessment is carried out at least annually to ensure adequate provision is available given the size of our college, the staff numbers, our specific location and the needs of individuals.
- 2.2 Our first aid needs assessment includes consideration of students and staff with specific conditions and major illnesses, such as life-threatening allergies, asthma, diabetes and epilepsy, takes account of an analysis of the history of accidents in our college, as well as the identification of specific hazards. It also includes careful planning for any trips and visits, including residential and higher-risk trips, which always include a suitably trained first aider and a member of staff trained in the administration of medicine, in keeping with our Educational Visits policy.
- 2.3 Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals, and outlines the requirements for documenting necessary treatment once applied.
- 2.4 The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at college.
- 2.5 We ensure that first aid provision is available at all times, including out-of-college trips, during PE, and at all other times when the college facilities are used.
- 2.6 We keep a physical record of all accidents or injuries and first aid treatment in the medical accident book in the recovery room.

- 2.7 We should inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, of any first aid treatment.

3. First Aid Procedures

3.1 The First Aiders' procedure for dealing with sick or injured students is as follows:

- Ascertain by inspection and discussion with the student or staff member about the student's injury or illness.
- Comfort or advice as necessary. This may be sufficient; the student can return to class or take a break. If appropriate, inform a staff member of the nature of any concerns.
- Treat injury or illness if required. Clean the wound with an antiseptic wipe or running water and cover it with a plaster if it is still bleeding and no allergy exists.
- Record action taken on the accident book.
- If the student is well enough, they will return to class.
- If the problem persists or there are doubts about the seriousness of any injury, the parent(s) will be telephoned and asked what they would like to do. If they wish to collect their child, appropriate arrangements will be made.
- If a severe illness or injury is suspected, the most appropriate staff member will take the student to the hospital, or the emergency services will be called, and administrative staff will contact the parents to inform them. No student will travel in an ambulance unaccompanied.
- If any issue arises during treatment or discussion with the student that the First Aid Officer feels should be taken further, they will telephone or speak to the parents, the Designated Safeguarding Leader, or the most appropriate staff member.

4. First Aid Training

4.1 We carefully consider and review annually the training needs of our staff to ensure that suitable staff are trained and experienced to carry out first aid duties in our college. In particular, we consider the following skills and experiences:

- Reliability, communication and disposition.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties are such that they may be left to go immediately and rapidly to an emergency.
- Need to maintain normal operations with minimum disruption to teaching and learning.

4.2 First aiders in our college have all undertaken appropriate training. They qualify for either:

- First Aid at work (FAW, 3 days or 18 hours).
- Emergency First Aid at work (EFAW, 1 day or 4-6 hours).
- Concerning the FAW/EFAW/EPFA training courses, providers will follow the current guidelines issued by the Resuscitation Council (UK) in October 2021.

- 4.3 Training will be updated every three years and will not be allowed to expire before retraining has been achieved.
- 4.4 The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up-to-date, although we know this is not mandatory. Annual three-hour basic skills updates between formal training are recommended to keep staff current. Yearly online refresher training is available on Educare.

5. Key Personnel

- 5.1 First Aid Coordinator (appointed person) - responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required – Sean Doherty.
- 5.2 Responsible for maintaining First Aid Training Matrix/Log – Jason Poon.
- 5.3 Responsible for RIDDOR submissions to HSE - Sean Doherty.
- 5.4 The following staff have completed a recognised training course in FAW:
 - Jason Poon, College Administrator
- 5.5 The following staff have completed a recognised training course in EFAW:
 - Sarah Jane Johnson, Receptionist/Exams Invigilator
 - Lu Qian, Registrar
 - Sean Doherty, Principal

6. First Aid Boxes

- 6.1 Our minimum provision (not mandatory), as recommended by HSE, is to hold a suitably stocked first aid box, to nominate an appointed person, and to provide for staff relevant information on first aid arrangements. We currently have the following first aid boxes on-site:
 - Reception – one large first aid box
 - Common Room – one small first aid box
 - Recovery Room – one large first aid box and two travel first aid kits
 - Room 16 (Science) – one large first aid box and one eye wash box
 - Room 7 – one small first aid box
 - 84 Kitchenette – one small first aid box
- 6.2 The First Aid Coordinator is responsible for examining the contents of the first aid boxes. These are checked frequently and restocked as soon as possible after use. Extra stock is held within the college, and items are discarded safely after the expiry date has passed. We do not keep tablets, creams, or medicines in the first aid box.

- 6.3 We take great care to prevent the spread of infection in college, particularly in the event of spillages of bodily fluids, which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of the nose with tap water, record details of any contamination, and seek medical advice where appropriate. Please see our Prevention and Control of Communicable and Infectious Diseases Procedures for further information.
- 6.4 First aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable powder-free vinyl or nitrile gloves, using suitable eye protection and aprons where splashing may occur, using devices such as face shields when giving mouth-to-mouth resuscitation, and washing hands before and after every procedure. They also ensure that waste products are disposed of in a yellow clinical waste bag or box.
- 6.5 We ensure that any third-party contractors, including catering and cleaning, working with us are aware of our policy and procedures.

7. Recording Accidents and First Aid Treatment

- 7.1 Students will inform their teacher, nearest staff member, or fellow students, when they are not feeling well or have been injured. They will inform a staff member if another student has been hurt or feels unwell.
- 7.2 All accidents are recorded immediately after the accident, including the presence of witnesses and details of any injury or damage. Records are stored in the accident log book in the Recovery room.
- 7.3 the person who administered first aid records any first aid treatment. We will record the date, time and environment of the accident or injury. Details of the injury, what first aid was administered, and what happened afterwards are permanently recorded.
- 7.4 The First Aid Coordinator is responsible for maintaining accurate and appropriate accident records, including evaluating accidents and regularly reporting to the H&S committee for monitoring purposes.
- 7.5 We adopt the definition of serious injuries as follows:
- Broken bones or a fracture.
 - Loss of consciousness.
 - Pain that is not relieved by simple painkillers.
 - Acute confused state.
 - Persistent, severe chest pain or breathing difficulties.
 - Amputation.
 - Dislocation of any major joint, including the shoulder, hip, knee, elbow or spine.
 - Loss of sight (temporary or permanent).
 - Chemical or hot metal burn to the eye or any penetrating injury to the eye.

- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents.
- Medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Medical treatment where there is reason to believe that this resulted from exposure to a biological agent, toxins, or infected material.

7.6 We adopt the definition for minor injuries, of which we always keep a record, as follows:

- Sprains, strains and bruising.
- Cuts and grazes.
- Wound infections.
- Minor burns and scalds.
- Minor Principal injuries.
- Insect and animal bites.
- Minor eye injuries.
- Minor injuries to the back, shoulder and chest.

7.7 We follow the guidelines for reporting serious and dangerous accidents and incidents in college set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 2013).

7.8 These include work-related and reportable injuries to visitors and certain accidents, diseases, and dangerous occurrences arising out of or in connection with work. Where accidents result in the incapacitation of a worker for more than seven days, a RIDDOR report is required, including three days for recording purposes.

8. Recording Incidents and Near Misses

9.1 We record (identify the local method of reporting) any near misses, which are occurrences where no one has been harmed. No first aid was administered but have the potential to cause injury or ill health.

9.2 We record any incidents that occur on the premises, including break-ins, burglaries, theft of personal or college property, intruders having unauthorised access to the premises, fires, floods, gas leaks, or electrical issues.

9. Hospital Treatment

10.1 If a student has an accident or becomes ill and requires immediate hospital treatment, the college is responsible for either:

- Calling an ambulance for the student to receive treatment; or

- Taking the student to an Accident and Emergency department
- In either event, immediately notify the student's parent/carer.

9.3 When an ambulance has been called, a first aider will stay with the student until the parent arrives or accompany the student to the hospital by ambulance if required.

9.4 Where it is decided that a student should be taken to the A&E Department, a first aider must either accompany them or remain with them until the parent/carer arrives.

9.5 Where a student has to be taken to hospital by a member of staff, they should be taken in a taxi or college vehicle and not use their car.

10. Prescription and Non-Prescription Medication

10.1 Due to the age range of our students, our staff do not administer prescription medicines. Parents/carers are responsible for administering or advising students on self-administered medications.

10.2 Staff may administer non-prescription medication, such as paracetamol and allergy medication, where parents have consented. The College will supply this non-prescription medication.

10.3 Medicine containing aspirin or ibuprofen will not be administered to any student unless prescribed by a doctor for that particular student.

10.4 We encourage students to manage their asthma inhalers from a very young age. Asthma medication is always kept in or near children's classrooms until children can use it independently, and it must always be taken on college trips/events.

10.5 Aspirin tablets will be kept at the college for members of staff only, not students, in accordance with the British Heart Foundation (BHF) and the Resuscitation Council UK recommendation. Should a staff member have a suspected heart attack, the emergency services may recommend that the casualty take one full dose of aspirin tablet (300mg). This will be kept in a locked box in the Recover room.

11. Storage of Medication

11.1 We do not typically hold student prescription medicine, given the age range of our students. We carry a non-prescription medicine supply in the recovery room's first aid lockbox.

11.2 Non-prescription medicines are always securely stored according to individual product instructions, with particular notes on temperature.

11.3 We will carry out a risk assessment to consider any risks to the health and safety of our college community and put in place measures to ensure that identified risks are managed and that non-prescription medicines are stored safely.

12. Defibrillators (AED)

12.1 The college does not own a defibrillator. The closest defibrillator is located at Tesco Express, 294 Old Brompton Road.

13. Monitoring and Evaluation

13.1 Our college's senior leadership team monitors the quality of our first aid provision, including staff training and accident reporting on a timely basis. Our policy will be reviewed annually. Compliance will be reported formally to the Governance Advisory Board at GAB meetings annually.

| Ownership and consultation | |
|-----------------------------------|-------------------------|
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