



College First Aid Procedure

Introduction

The College provides first aid cover for all individuals on the College site, as well as having key staff trained in first aid within departments where there is the potential for a higher degree of risk or accident. E.g. Science and Physical Education staff. First Aid provision for educational trips and visits is detailed in the Education Visits Policy.

Kit and facilities

All First Aiders have their own first aid kit and other kits are located throughout the site. Stocks of first aid supplies are available from Reception. The designated Receptionist is responsible for maintaining the stock of first aid supplies as defined by St John Ambulance Service.

Procedures (see Appendix A flow chart)

- First Aider responds to request for first aid support
- First Aider provides treatment or advice to the 'casualty' for any injury or health emergency (as detailed by the St John Ambulance/Red Cross First Aid manual).
- First Aider ensures that any supplies used in their First Aid kit are replenished and monitors the 'use by' dates on all consumables.
- If a student requires medical attention the 'Procedure for Dealing with People too Unwell to Stay in College' should be followed.
- If an ambulance is called the First Aider should report this to reception as soon as possible.
- Medical/health disclosure records of students will be checked and any relevant information or medication passed to paramedics
- If the casualty has been injured on College grounds the First Aider should ensure that an accident form has been completed and submitted to the Central Services Manager immediately
- A record of every first aid response should be made on the 'First Aid Treatment Form', including any record of 'no treatment provided', and submitted to the Reception.

Additional responsibilities of the Central Services Manager

The Central Services Manager will collate the 'First Aid Treatment Forms' and monitor the following:

- Any students with recurring first aid needs
- Any need for PEEP
- Any emerging needs for a medical support plan.

The First Aid Co-ordinator will report any of the above concerns to the Vice Principal (Students)

Related documents

Accident and Near Miss Policy

Health and Safety Policy

Medication Policy

Medical Support Plan

Procedure for Dealing with Students too Unwell to stay in College

Learning Difficulties, Disabilities and Medical Condition Disclosure Procedure

Education Visits Policy

Needlestick and Sharps Procedures

Safeguarding and Child Protection Policy

Appendix A: Flowchart

