

Cherwell College Oxford

Pre-University Tutorial College

First Aid Policy

Please also refer to Covid-19: Risk Assessment (September 2021)

First Aid procedure operates to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

The College emphasises that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the College community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is to:

- provide effective, safe First Aid cover for students, staff and visitors;
- ensure that all staff and students are aware of the system in place - *First aid training will be renewed every three years;*
- provide awareness of Health & Safety issues within the College and on the College-organised trips, to prevent, where possible, potential dangers or accidents;

NB The term FIRST AIDER refers to those members of the College who are in possession of a valid First Aid at work certificate or equivalent.

FIRST AIDERS will:

- Ensure that their qualification is always up to date;
 - *first aid training will be renewed every three years*
 - Ensure that first aid cover is available throughout the working hours of the week;
- *First Aid kits are located in the Medical Rooms at St George's Mansion and Cherwell House.*
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services;
- Help fellow First Aiders at an incident and provide support during the aftermath;
- Act as a person who can be relied upon to help when the need arises;
- Ensure that their portable first aid kits are adequately stocked and always to hand;
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents or guardians to collect a student to take them to hospital; ensure that parents or guardians are aware of **all** head injuries promptly.

Ensure that a child who is sent to hospital by ambulance is either:

- Accompanied in the ambulance at the request of paramedics
- Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted. Met at hospital by a relative/guardian, where possible

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

Cherwell College Oxford

Pre-University Tutorial College

Keep a record of each student attended to, the nature of the injury and any treatment given, in the Incident Book provided in Reception. In the case of an accident, the Accident Book must be completed by an appropriate person.

Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a sealed bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

NB. RIDDOR puts duties on employers, the self-employed and people in control of work premises to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). *RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*

The College will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to matters relating to health and safety of all persons on the College premises.
- Ensure all new staff members are made aware of First Aid procedures in the College.

A Senior Member of Staff will:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, or epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

Tutors will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by the College.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. *Where possible, confirmation that the message has been received must be obtained.*
- Reassure, but not treat a casualty unless qualified until a First Aider arrives at the scene. *However, do instigate simple airway measures if clearly needed.*
- Send a student who has minor injuries to, if they are able to walk, where a First Aider will see them - *this student should be accompanied.*
- Send a student who feels generally 'unwell' to the Welfare Officer and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every student that they take out on a college trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

Cherwell College Oxford

Pre-University Tutorial College

Office staff will:

- Call for a qualified First Aider, unless they are themselves qualified, to treat any injured student. *This should be done by telephone in the case of minor injuries or in by personal contact in the case of serious injuries, giving the specific location of the casualty.*
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Send students who simply do not feel well to the Welfare Officer and **NOT** administer paracetamol or other medications

THE EXECUTION OF THIS POLICY will be monitored by the FIRST AIDERS and the Principal.

Appendix A - Trained First Aiders:

Anca Sitov

Margie Nette

John Nette

Rhoda Cooper

Jennifer Begley

Katya Kryvonos

Paul Craig

Latest Review October 2020; October 2021

Next Review October 2022

