

ABB
EY
COLLEGE
CAMBRIDGE

First Aid Policy

ABBNEY COLLEGE CAMBRIDGE

First Aid Policy

Abbey College Cambridge

The ACC Senior Leadership Team are responsible for this policy:

Julian Davies, Principal

Telephone: 01223 578280 Email: Julian.Davies@abbeycambridge.co.uk

Mike Corbett, Director of Operations

Telephone: 01223 578280 Email: Mike.Corbett@abbeycambridge.co.uk

This policy is reviewed on an annual basis		
Annual Policy reviewed by:	Mike Corbett	July 2020
Approved by SLT and Published:	SLT	July 2020
Next Review:	Mike Corbett	July 2021

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

First Aid Policy

First Aid is “the initial assistance or treatment given to an injured or unwell person before the arrival of an ambulance, doctor or other qualified person”.

Arrangements

Abbey College Cambridge has established First Aid arrangements in compliance with current Health & Safety at Work legislation and the additional guidance issued by the Department for Education, with particular regard to the publication Guidance on First Aid for Schools.

The arrangements ensure that First Aid is available to employees, students, visitors and other persons visiting the College’s premises. The arrangements extend to members of the College when they are away from the College on organised educational visits or working away.

The College has obligations under the Health & Safety at Work Act (1974) and the Health & Safety (First Aid) Regulations (1981) and associated laws and the Department for Education: First Aid in Schools (2014). It has a duty to take steps to ensure the health and safety of its staff and students. It has a duty to ensure that visitors, contractors and other people are not put at risk by its activities or the condition of its buildings and equipment.

This statement explains the College’s organisation and arrangements for identifying and controlling the hazards and risks faced by staff, students and other people, such as visitors and contractors.

This statement relates to Abbey College Cambridge’s activities, buildings and equipment at Homerton Gardens and all boarding sites.

The statement also relates to members of the College when they are away from the College on organised educational visits or work.

Aims & Objectives

The College aims to put in place management structures and working practices that provide proper control of the health and safety hazards and risks arising from the College’s activities.

- To ensure First Aid provision is available at all times while people are on the College’s premises and when members of the College are away from the College’s premises on organised educational visits and work
- To provide sufficient numbers of qualified persons trained to administer First Aid.
- To provide sufficient and appropriate First Aid resources.
- To ensure compliance with relevant legislation.

First Aid Policy

- To identify the hazards that exist on the College's premises and take appropriate action to eliminate them.
- To keep accident records and to report to Health & Safety Executive as required by legislation.

The College undertakes:

- To consult with staff, students and others on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information and guidance for staff, students, visitors, contractors and other people.
- To ensure that staff and students are competent to perform their tasks.
- To prevent accidents and cases of ill health due to work.
- To maintain healthy and safe working conditions.
- To review and revise this policy statement at intervals of not more than 12 months.

All members of the College have a responsibility for their personal safety and the safety of others. Staff and students undertake:

- To co-operate on all Fire, Health & Safety and First Aid matters.
- To use practices and equipment provided to safeguard their health and safety.
- To take care of their own health and safety.
- To report matters of concern to the Health & Safety Officer or the Health & Safety Committee.
- To familiarise themselves with the College's Fire procedures.
- To familiarise themselves with the Health & Safety procedures laid down in the College's Staff and Students Handbooks, together with the Health & Safety, Fire and First Aid notices displayed throughout the College.

Members of staff in charge of an educational visit must familiarise themselves on medical information on participating students, including details of any medication requirements and appropriate emergency contact details prior to the activity taking place.

Responsibilities & Organisation

The Principal has overall responsibility for the health and safety of the College's community.

The Site Manager is the College's Health & Safety at Work Officer and First Aid Officer. Duties are carried out with the assistance of the Health & Safety Committee, DSL and the Matron.

First Aid Policy

It is the duty of the Principal to establish a Health & Safety at Work Committee and to ensure that the College's Health & Safety at Work Officer reviews the Health & Safety Policy and that the policy is carried out. The H&S Committee is to meet termly to review H&S risks.

Briefing and Instruction

It is the duty of the Principal to ensure that all staff, students, visitors and contractors are routinely briefed on the College's First Aid procedures, Fire procedures, response to Immediate Threats to Security and Health & Safety at Work policy and practice.

A Health & Safety Law poster is to be displayed on a notice board in each of the College's teaching buildings. A copy of the minutes of meetings of the H&S Committee is to be displayed on a notice board in each of the College's teaching buildings and made accessible to all staff via [H&S Meetings](#)

First Aid Training

First Aiders are required to hold a valid certificate of competence issued by a recognised body and undergo regular retraining as necessary to ensure their knowledge is current and their certificates in date. All First Aiders must be retrained a minimum of once every three years. It is the duty of the First Aid Officer to arrange appropriate statutory training in First Aid as required by changes of staff. **Error! Hyperlink reference not valid.**[First Aiders List](#)

Accident Reporting

Accidents and cases of work-related ill health are recorded on Accident Report forms, available at [Internal Accident Report Form](#)

Completed forms should be forwarded to the H&S Officer. The H&S Officer will consider the reported accidents and note Health and Safety requirements.

- Check the working conditions and systems of work as necessary.
- Investigate the cause of accidents and work-related absences.
- Make recommendations.
- Send completed student accident forms to the Matron and Health and Safety Officer. Send completed staff accident forms to HR for follow up and administration.
- Administration and follow up of contractor/visitor accident forms.

The Health & Safety Executive must be notified of fatal and major injuries and dangerous occurrences without delay under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations, 1995.

First Aid Policy

First aid boxes

The location of all first aid kits is clearly marked in accordance with legislation. The full list of areas where first aid kits are located is accessible [here](#). The contents of each kit is checked each term and replenished as necessary. A stock of First Aid resources is held by the First Aid Officer.

Mobilisation of first aid teams consequent upon injury or illness

One or more of the College's First Aid Teams are deployed in all cases of injury or illness.

It is the duty of the person who discovers the injury or illness to summon assistance from the First Aid Teams. This can be undertaken by calling reception on extn: 1953, extn: 1954 or 01223 578280. Alternatively First Aiders are listed in each building. [First Aiders List](#)

Students or members of staff who have an accident or feel unwell at College should go directly to Reception where a First Aider will be called (or dial 999 if an Emergency).

First aiders attending an incident will render assistance and summon help as required. A member of staff will accompany students whose illness or injuries require them to go to hospital.

The College will contact parents to advise them their child requires emergency treatment in hospital.

The College has an [evacuation-assistance team](#), appointed by the Fire Officer

General mobilisation of safety, first aid or evacuation-assistance teams, the Building Fire Wardens and First Aid Teams are deployed in all cases of evacuation brought about by Fire or other Immediate Threat to Security.

The mobilisation of the First Aid Teams occurs automatically, in parallel with the deployment of the Fire Teams.

Information on Medical Conditions

The declared medical conditions of students are recorded on their respective files. Parents are asked to inform the College of any medical condition, its treatment and details of any medication.

First Aid Policy

If a student has a serious medical condition, it may be necessary to inform personal and academic tutors in case First Aid assistance is required anywhere on the College's premises. The Vice Principal (Pastoral) will attend to this, observing the rules of confidentiality.

Infection Control

Students and staff who have been exposed to an infectious disease may not attend College without a medical certificate signed by a doctor. Students or staff who have been in contact with a contagious condition are required to inform the College before entering the College's premises.

In the case of widespread contagious disease, such as the 2009 swine flu pandemic, the College will issue separate guidance to ensure accurate and current information is immediately available to staff and students. This will include revised measures such as the installation of temperature cameras, increased hygiene protocols etc.

Hygienic disposal of body fluids

The College undertakes to attend to spillages of body fluids without delay.

The advice of the First Aid Officer and First Aiders must be sought so that fluids are disposed of safely and hygienically.

- All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately using an effective detergent and disinfectant. Cleaning products are provided by the school cleaning service. The school cleaning service should be contacted to deep clean the area in accordance with local policy. Throughout this cleaning, gloves must be worn and disposed of safely afterwards.
- A spillage kit is available for blood spills (always wear Personal Protective Equipment PPE).