



Centre for Teaching in  
M a n a g e m e n t

# First Aid Policy

Last Review February 2014

Next Review February 2015

## **1. Statement of Intent**

The Centre for Teaching in Management is committed to safeguarding and promoting the welfare of students and expects all staff, volunteers, students and visitors to share this commitment. All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at The Centre for Teaching in Management.

## **2. Principles and Practice of First Aid**

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

## **3. First Aid Arrangements**

### **3.1 Trained and Qualified First Aiders**

a.) Trained and qualified First Aiders are those members of staff who have attended a course of training on first aid (i.e. First Aid at Work or Refresher Course) and have a valid current first aid certificate issued by an organization.

b.) The First Aid certificate is valid for three years and has to be updated by means of a refresher course.

c.) The duties of the trained and qualified first Aiders are:

i) To assess the situation where there is an injured or ill person;

ii) To give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention;

iii) To arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aider's responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.

iv) Ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.

v) Completing the Accident Report Book.

d.) The treatment of minor illnesses is not considered as first aid so administration of oral tablets/medicines cannot be carried out by a first aider or members of the college staff.

### **3.2 First Aid Boxes, and other Supplementary Equipment First Aid boxes/kits are available**

### **3.3 Contact with the Ambulance Service, the nearest doctor and the nearest hospital.**

The Ambulance Service.

If an ambulance is required:

Dial 999 or the emergency number shown on the number label

Tell the operator that you want the Ambulance Service

Give the telephone number shown on the phone

Wait for the Ambulance Service to answer

Give the address where help is needed

Give any other necessary information.

**3.4.** Where there are no existing College policies or guidance, we expect our staff, students and contractors to meet the highest relevant standards and to comply with relevant legislation. Where no standards exist, we will work with our staff to develop systems which comply with best practice and eliminate or minimize the risks so far as reasonably practicable.

**3.5.** It is our stated intention to educate our students in health and safety management by incorporating the basic principles into all appropriate courses. Wherever possible, information on the legislation and standards applicable to their course will also be included. In areas of work or research which are highly regulated, staff and students will be expected to attend certain courses as a mandatory requirement.

**3.6.** We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, students, contractors, visitors or members of the public, or adversely affect the environment.

#### **4. Review of the Policy Statement**

This Policy Statement will be reviewed on a regular basis and where it is necessary the Policy Statement will be amended and, the amendments will be notified to all persons.

#### **CODE OF PRACTICE - FIRST AID**

1. All sick and injured students to be referred to the Reception area.
2. Office staff to be notified of all students to be sent off college site. Record to be kept in the Office.
3. All treatments of accidents to be recorded in accident books.
4. Each First Aider is responsible for reporting any accidents that they deal with.
5. Staff/student accidents not requiring immediate treatment should be recorded in the accident book in the reception.
6. Materials stored in first aid boxes are for the sole use of First Aiders.
7. First Aiders are responsible for keeping First Aid boxes replenished.
8. Tablets, medicines, creams and sprays are not to be administered by any member of staff unless there is written authority.

The Centre for Teaching in Management is committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the College. Every member of The Centre for Teaching in Management is expected to share this commitment and to work together to achieve it.