



First aid policy

Date Ratified: 04th February 2022

Date Policy due to be reviewed: February 2024

Committee Responsible for policy: Board of Governance

Geraldine Kelly – Chair of the Board of Governors

Geraldine Kelly

Review No:	Date	Summary of Changes	Reviewer
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The Ridge Employability College
Unit 12 Ebor Court

Adwick Malton Way-le-street
Doncaster DN6 7FE

Policy Statement.

The Directors of The Ridge Employability College accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, learners and visitors within the college. The Directors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 2013. The provision of first aid within the college will be in accordance with the authority's guidance on first aid in college.

The college's arrangements for carrying out the policy include nine key principles.

- Places a duty on the board to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, learners and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in college which require first aid treatment.
- Provide information to employees on the arrangements for first aid.
- Undertake a risk assessment of the first aid requirements of the college.

Arrangements for First Aid.

Materials, equipment and facilities.

The college will provide materials, equipment and facilities as set out in DfEE 'Guidance on first aid for schools'.

The location of First Aid Kits in college are;

- Kitchen (Unit 12)
- Admin Office (Unit 10)
- Mobile with grab bags for external visits.
- On each minibus & car

- Unit 12 classroom
- Bullcroft Memorial Hall

The contents of the kits will be checked on a regular basis by the lead first aider. There is one lead first aider within the college.

Whole staff training on first aid (4-hour course) will be undertaken every three years and all teaching and support staff will be invited to attend.

Off-site activities

At least one first aid kit will be taken on all off site activities, along with individual learners's medication such as inhalers, epi-pens etc. A person who has been trained in first aid will accompany all off-site visits.

Information on First Aid arrangements

The Head of college will inform all employees at the college of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for first aid.
- Those employees with qualifications in first aid.
- The location of first aid kits.

In addition, the Head of college will ensure that signs are displayed throughout the college providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the college's First Aid Policy.

Accident Reporting

The Board will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression.

The board is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.

- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine. For non-employees and learners an accident will only be reported under RIDDOR:
- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in college which requires immediate emergency treatment at hospital

For each instance where the Head of college considers an accident to a visitor or student is reportable under RIDDOR the advice of the authority will be sought. Where a student has an accident it will be reported to the LEA. All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

Student accidents involving head injuries

The Board of Directors recognises that accidents involving the learner's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Minor/all injuries logged in the accident register. All injuries are monitored in college.
- Serious injuries when emergency treatment is required, parents contacted immediately and 999 call if required. Casualty constantly monitored.
- If casualty is unconscious 999 must be called immediately and parents contacted.
- Serious accidents/incidents reported on Adverse event report and investigation form See Appendix HSE 'Event report and Investigation' page 56 (within 24 hours). This document is located on a web-based server at:

<http://www.hse.gov.uk/pubns/hsg245.pdf> (1st February 2022 SM)

- If casualty attends hospital Serious Accident/Incident Initial Investigation Report Form must be completed.

Learner transport to hospital or home

- The Head of college will determine what is a reasonable and sensible action to take in each case.
- Where the Head of college makes arrangements for transporting a learner then the following points will be observed: -
- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a learners in a vehicle.
- The second member of staff will be present to provide supervision for the injured learner.

