



## First Aid Policy

Date Ratified: 11 February 2025

Date Policy due to be reviewed: February 2027

Committee Responsible for policy: Board of Governance

Geraldine Kelly – Chair of the Board of Governors 

Review No:	Date	Summary of Changes	Reviewer
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## **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 learner, employees and visitors within the college.

The Directors are committed to the reporting of 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.

The day-to-day responsibilities of the Directors are passed to members of the Senior Leadership Team to implement.

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 Department of Education 'Guidance on First Aid for Schools'.

### **The location of First Aid Kits in college are;**

- Kitchen (Unit 12 downstairs)
- Teaching space (Unit 12 upstairs)
- Kitchen (Unit 10 downstairs)
- Office space (Unit 10 upstairs)
- Kitchen (Unit 3 Downstairs)
- Kitchen (Unit 3 upstairs)
- Mobile with grab bags for external visits.
- All minibus/modes of College transport
- Bullcroft Memorial Hall – Bev-Ridge Café

- Hillcrest Allotment

The contents of the kits will be checked on a regular basis (every half term) by the appointed person (admin staff).

Learners, staff and visitors will be directed to trained staff who are first aid qualified, first aid trained staff are identified at each first aid point. In the case of a severe incident call 999 immediately.

### **Off-site activities**

At least one first aid kit will be taken on all off site activities, along with individual learner's medication such as inhalers, epi-pens etc. A person who has been trained in basic first aid will accompany all off-site visits with access to details to a level 3 first aider.

### **Information on First Aid arrangements**

The Business Manager 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 Business Manager 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 Local Authority'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 Business Manager considers an accident to a visitor or learner is reportable under RIDDOR, the advice of the authority will be sought. Where a learner has an accident it will be reported to the Local Education Authority. All accidents to nonemployees (e.g.) visitors which result in injury will be reported to the authority.

### **Learner 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. Senior Leaders are responsible in real time to implement the monitoring of such injuries and take appropriate action to safeguard the injured person.

- 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> (29.01.25 DW)

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

### **Learner transport to hospital or home**

- Business Manager would escalate the incident to Head of College who 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 learner in a vehicle.
- The second member of staff will be present to provide supervision for the injured learner.