

Policy Statement

Policy	First Aid Policy	Department	Health
Date Written	14th August 2018	Review Date	15th August 2019
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Date of Approval	15th August 2018	Locations & Dissemination	Website & Reception (abridged)

This policy was adopted on 15th August 2018

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Brief:

This policy outlines the College's responsibilities under the law and the measures it has put in place to look after its students and staff. The welfare of all those working, studying, visiting and living at the College is of paramount importance and whilst the College deems safety to be an individual's responsibility, we recognise the need to systems to be in place in the event of an accident.

Introduction:

The College has a responsibility under the Health & Safety at Work Act 1974, the Management of Health & Safety at Work (MHSWR) Regulations 1999; Health & Safety (First Aid) Regulations 1981 to recognise standards of best practice and provide adequate first aid arrangements, equipment, facilities and trained first aider for its staff who may become ill whilst at work, studying or visiting the College or participating in authorised activities or trips.

Responsibilities:

The Director is responsible for the development, implementation and monitoring of the College's First Aid Policy in conjunction with Designated College Staff.

Department heads are responsible for implementing the College's policies within their departments and in all buildings under their control.

- Ensuring the recruitment and training of staff to be First Aiders in accordance with the requirements and/or recommendations of the Policy.
- Ensuring that where appropriate, staff receive additional specialist first aid training, in relation to the activities under their control
- Ensuring the provision and maintenance of first aid kits for the buildings, vehicles or activities under their control.

The Director of Stars Football is responsible for ensuring sufficient First Aid provision is made for all training and games, both on and off the College site.

First Aid Kits:

First aid kits are provided in the following locations:

- Residential accommodation (lodged with the Houseparent)
- Around the classrooms
- In the gym
- In all College transport and on all College trips
- In the Welfare Office

It is the Director's responsibility to ensure that these First Aid kits are maintained and must appoint a suitable person to carry out this task.

First Aiders:

First Aiders are members of staff who have been trained and certificated to a standard approved by the Health & Safety Executive (HSE) and registered with the College to provide first aid to persons injured or who become ill whilst at the College or on College activities. Trained First Aiders must hold one of the following training certificates (or an equivalent):

First Aid at Work Certificate:

- Director of Boarding & Welfare
- Director of Football
- Houseparents
- The Director

Emergency First Aid at Work Certificate

- Kitchen Staff
- Assisting coaches
- Estates Staff
- Reception Staff
- Security Staff
- Full Time College Drivers

This training must be provided by an approved training provider and certificates held by the HR Department. All staff must also complete the First Aid Essentials online course, for their own benefit and to better inform their knowledge in emergency circumstances.

Accident & Injury Reporting:

All accidents and injuries requiring the provision of First Aid assistance by College staff must be recorded in the accident book, held by the Director.

Liability:

The College's Employers & Public Liability Insurance will indemnify College staff against claims for legal liability made against them following the provision of first aid arising out of or in connection with the College's activities provided to staff, students or members of the public.

Routine Medical Care Provision for Students:

In any case where a student requires routine medical attention due to minor illness or injury, they must report to a First Aider or member of Residential Staff. A list of those they can turn to is placed in all residential accommodation and classrooms.

Basic protocol for staff dealing with routine student illness or injury:

1. Student report to staff member with complaints of routine illness or injury
2. Staff member consults policy and provides triage and seeks assistance if appropriate. If medication is required, staff member seeks qualified staff member.
3. Staff clarify whether or not student has Medical Consent Form on file. If not, care may only continue if the situation becomes an emergency or they deem it appropriate. Parents may be contacted by the Director or Director of Boarding & Welfare. If the student has been in an accident, the Director's accident book is updated.
4. Staff member notes illness in the relevant student file, with guidance from the DSL. If further treatment is possible, staff member qualified for medication administration dispenses the relevant medication if necessary. Staff member may need to book student an appointment with the doctor.
5. If the student's medical concern becomes urgent, staff may escort the student to the Station Plaza Walk-in-Centre or Conquest Hospital.
6. Parents and the DoBW are kept informed and the student's file updated as the situation develops.
7. Further monitoring of the student's illness or injury is provided as required. The student's file is kept up to date.
8. As part of our commitment to student wellbeing, students enrolled at Stars Football have access to physiotherapy and sports therapy services. If deemed necessary, students and coaches may make use of these facilities. If a cost is to be incurred, parents will be contacted. In all cases, the student's medical file will be updated.
9. We recognise that the needs of each student may vary from case to case and are sensitive to the concerns of students and parents. This guide is for reference only and the Director of Boarding & Welfare welcomes and queries from parents, students, visitors and staff.

Protocol for students requiring emergency medical care:

1. Anyone may call an ambulance if necessary by dialing 999. However, it is advised that a First Aider be called in all but the most extreme circumstances.
2. The dialer must inform the Ambulance Service of the following information, some of which may only be provided once the DSL has gained access to the student's medical file:
 - a. Student name, gender and age
 - b. State of breathing and consciousness
 - c. Details of any allergies or known conditions
 - d. Location of the student in question
 - e. Any access limitations

- f. The presence of first aiders on scene
3. At this juncture, a member of staff must be present. Students have been advised of this in their induction. The staff member will now take control of the situation and a qualified first aider will assist. Reception should now be informed of the situation and a member of staff sent to rendezvous with the ambulance at the gate nearest the casualty.
4. All students requiring emergency medical treatment will be accompanied by a member of staff unless they request not to be and are also deemed Gillick Competent. Students may be left in hospital overnight if staffing levels require but this will always be agreed with the DoBW, Director and parents beforehand.
5. Every reasonable effort will be made to accompany students during any medical care, if requested or the student is under the age of 16.
6. We recognise that the needs of each student may vary from case to case and are sensitive to the concerns of students and parents. This guide is for reference only and the Director of Boarding & Welfare welcomes and queries from parents, students, visitors and staff.

