



First Aid Policy and Procedure

Policy Type: Local

Approved by: AQC (Matt Smith, Assistant Principal- Pastoral)

Effective from: February 2026

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All Members of staff have a responsibility to be aware of the College First Aid Policy and Procedures.

First Aid Provision

First Aid is provided within the College by

- The College Nurse
- The Health and Wellbeing Co-ordinator and/or
- First Aiders.

All first aiders will be trained to the required standard and will hold a valid certificate of competence issued by an organisation approved by the Health and Safety Advisor. HR will hold a list of all First Aiders and their training certificates.

All curriculum areas will have and display a current timetable of trained First Aid Staff. This will ensure that First Aid cover is available at all times throughout the working hours of the college week should the College Nurse or Health and Wellbeing Co-ordinator be unavailable or not required.

Outside of usual term time College Hours the Duty Caretaker can be contacted on **07885664204** for first aid assistance.

For major College events, such as Open Days, the College Health and Wellbeing Co-ordinator will be on duty.

First Aid Kits/Equipment

Every curriculum and catering area has access to a First Aid Kit.

The First Aid Kits are green with a white cross marked on them.

The contents of the kit will be checked annually by the College Nurse. If a First Aider uses supplies from a first aid kit, they need to notify the College Nurse who will then restock.

Kits are available for trips outside the college. These can be obtained from the College Nurse.

The College has 4 Automated External **defibrillators**. These are situated in

- The medical bag in the Medical Room
- The Sports Complex
- The Caretakers Office
- The Foyer of Prospects Theatre

There is a policy containing guidance on the use of Automated External Defibrillators. There are 2 allergy response kits which contain an adrenaline auto injector (EpiPen). One is kept in the Nurses Medical Room and one is kept in the Caretakers Office. A yellow sharps box is available in the medical room for the safe disposal of needles and other sharps.

Summoning help – for staff and students:

If possible a member of staff should stay with the casualty and send for help.

If it is known there is a first aider in close proximity they should be called first to assess the situation.

Alternatively, the College Nurse or the Health and Wellbeing Co-ordinator can be called on **ext. 8374, mobile shortcut 1586 or mobile 07889603000** for assistance.

If the College Nurse and Health and Wellbeing Co-ordinator are unavailable reference should be made to the first aid rota and an available first aider contacted.

Non urgent cases can be referred to the Medical Room if necessary. They should be escorted to the medical room or the Nurse called if there is any concerns for their safety on route.

In an emergency

If an ambulance is needed, telephone for one immediately by dialling 999 (or 999 from internal telephones) from a phone near the casualty so that you can provide the Ambulance Service with answers to their questions. **Send someone to phone or tell either Main Reception or Student Services Reception that an ambulance has been called** - this is so that our Guardians can guide the ambulance as it arrives on site to a position close to the casualty.

You do not need to wait for the nurse to arrive before emergency help is called, although always call the nurse after you have called for an ambulance so that assistance and support can be given.

Incidents involving students

- If a student is taken to hospital by ambulance parents/emergency contacts must be contacted as soon as possible.
- If it is decided that a student should be checked at the hospital, but does not require an ambulance then parents/emergency contacts will be contacted.
- The nurse or First Aider dealing with the situation may need to stay with the student until arrangements have been made. If parents/emergency contacts are not available, arrangements will be made for the student to be taken to the hospital. These arrangements will be made by either by the nurse or the First Aider dealing with the incident. In all cases, if the student needs to be taken to hospital their parent or guardian must be informed. In extreme circumstances a staff member may take the student to hospital. If this is the case the following points must be adhered to.
- A taxi would be the first choice of transportation, if this if not possible then staff cars insured to cover such transportation should be used.
- A second person must be present for reasons of safeguarding, but also to provide supervision of the injured student. If you are traveling by taxi, the second person is not required.
- If the student is not fit to make their own way home, then the person providing first aid is responsible for contacting parents/guardians/emergency contacts and ensuring that the student has a safe way home.
- If the student is not well enough to stay at college and not fit enough to travel home in their normal way, then the nurse or First Aider dealing with the situation may need to stay with the student until other arrangements have been made.

Documentation

An accident form must be completed following any accident. This can be completed by anyone, but responsibility for completion lies with the person giving first aid. Accident forms are available in the first aid boxes, medical room or on the google drive in the health and safety file.

The completed form should be given to either the Health and Safety Manager, Health and Wellbeing Coordinator or College Nurse as soon as possible after the accident. The College Nurse will upload it onto safesmart.

For those with a safesmart log in, accidents can be reported directly onto this site. www.safesmart.co.uk Log in credentials can be obtained from the Health and Safety Manager.