



**Oxford International Study Centre**  
individually designed study programmes in the heart of Oxford

## **First Aid Policy**

### **INTRODUCTION**

The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

The College shall inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.

The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Regulations and the School will not permit the presence of any such medication in designated first-aid boxes

### **ROLES AND RESPONSIBILITIES**

- The overall responsibility for the day-to-day management of school rests with the Principal

### **MANAGEMENT OF FIRST-AID EQUIPMENT**

It shall be the responsibility of the Principal to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment is easily accessible.



## FIRST AID KITS

All College first-aid kits are identified by the white cross symbol. This conforms to the Safety Signs and Safety Signals Regulations.

Each kit should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located:

- In both kitchens (first floor, next to Room 1, and next to the main office.

**At all times when administering first aid, the dignity and feelings of the student should be the top priority.**

## FIRST-AID TRAINING

The Principal will arrange training for the qualification and re-qualification of first aiders.

Before being nominated the designated first aider by their manager, a first aider must hold a valid First Aid at Work Certificate of competence or an equivalent qualification. In the event of an unqualified person being nominated to be responsible for first-aid duties, they will be required to undergo a suitable course of training.

**Minor Cuts and Bruises** Method: In all cases of injury it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- Class teacher is informed by the first aider.
- Teacher observation is maintained

### **Sprains/Bruises**

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate

It shall be the responsibility of the Principal to ensure that procedures are in place for the immediate recording of any injury as required by RIDDOR regulations. After administering any treatment, the policy on record keeping must be adhered to:

The information recorded will include:

- i) date, time and place of incident;
- ii) name and, where relevant, job title of the injured or ill person;
- iii) details of the injury/illness and what first aid was given;
- iv) what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc; and
- v) name and signature of the first aider or person dealing with the incident.

Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### **DUTY TO INFORM STAFF OF FIRST-AID ARRANGEMENTS**

All staff must be informed of the location of first aiders, appointed persons, equipment and facilities.

The Accommodation & Welfare Officer must ensure that a notice giving the names of first aiders, their location and telephone number and the location of first-aid boxes, is posted in each of the following locations:

- All classrooms
- Main office
- Staff Common Room
- Student Common Room