

FIRST AID POLICY*

General statement

It is our policy to ensure that an adequate number of basic First Aid trained staff are available in all Centres to provide first aid support if someone is unwell or injured, and to ensure the Centre complies with the Health and Safety (First Aid) Regulations 1991. It is our policy to provide assistance to staff, students and visitors to our premises.

First Aiders

All First Aiders will have attended an approved emergency basic first aid course in accordance with current legal requirements, and will undertake refresher training every three years.

First Aiders are selected from staff who can be easily contacted, from both administration and teaching staff across the centres, and who are willing to provide first aid to anyone at any time whilst at work.

Obtaining First Aid assistance

If someone becomes unwell and needs help, the nearest first aider should be contacted and asked to attend. The first aider will assess the situation and provide treatment within the limitations of their competence, or request assistance from other first aiders if needed. The first aider will look after the casualty until recovery has taken place. If attempts to summon a first aider fail, arrangements should be made to take the casualty to the nearest Accident and Emergency Hospital without delay.

Where a first aider believes a casualty requires immediate medical support, the first aider should arrange for the casualty to be taken to the nearest Accident and Emergency Hospital. Where an ambulance is called, a first aider should remain with the casualty until the ambulance arrives. In the case of a student casualty, they should be accompanied to hospital by a member of staff or group leader.

First Aiders

Max Walsh
Maria Walters
Francesca Ambrosini Spaul
John Irving
Alison Wheelwright
Marianne MacKenzie

First Aid equipment

First Aid boxes are readily available in each centre and the contents include:

- Guidance leaflet
- Medium sterile dressing
- Large sterile dressing
- Triangular bandage
- Safety pins
- Eye pad sterile dressing
- Sterile adhesive plasters
- Sterile saline cleansing wipes
- Adhesive tape
- Nitrile disposable gloves
- Finger sterile dressing
- Resuscitation Face Shield
- Foil Blanket
- Burn Dressing
- First Aid Shears
- Conforming bandage

The Principal, or delegated representative, is responsible for regularly checking and replenishing first aid boxes on a monthly basis.

First aid notices are posted in communal areas and are easily recognisable using the standard first aid symbol. They provide the names of the qualified first aiders and the locations of the boxes (Common Room, Reception and staff kitchen at CESC, Staff Room in Ipswich). Information is checked regularly to ensure it remains up to date, and all new staff are provided with information on how to obtain first aid assistance.

Reporting

An accident form (Accident Book) is kept at Reception at CESC, Staff Room in Ipswich. This should be completed every time a first aider provides assistance to a casualty. Full details of the accident or illness should be recorded including details of the first aider and any treatment given to the Principal for record keeping.

Nearest Accident & Emergency Departments:

COLCHESTER	IPSWICH
Colchester General Hospital Turner Road Colchester CO4 5JL	Ipswich Hospital Heath Road Ipswich IP4 5PD