

# First Aid Policy

Sept 2021

Version 6

## 1. Scope

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This policy applies to all staff at Expanse Learning College (Hereafter referred to as the college).

## 2. Aim

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The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes
- This policy complies with our funding agreement and articles of association

## 3. Legislation and guidance

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This policy is based on advice from the Department for Education on [first aid in colleges](#) and [health and safety in colleges](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers:
  - to make an assessment of the risks to the health and safety of their employees
  - to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent College Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

## 4. Roles and responsibilities

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Appointed person(s) and first aiders:

### **The college's appointed Person is the Head of College. They are responsible for:**

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

### **First aiders are trained and qualified to carry out the role and are responsible for:**

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
- Our college's First Aiders are listed in appendix 1. Their names will also be displayed prominently around the college.

### **The Head of College is responsible for the implementation of this policy, including:**

- Ensuring that an appropriate number of trained first aid personnel are present in the college at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary

**College staff are responsible for:**

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in college are
- Completing accident reports
- Informing the Head of Shared Services or the Head of College of any specific health conditions or first aid need

**5. First aid procedures**

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**In-college procedures**

- In the event of an accident resulting in injury:
  - The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
  - The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
  - The first aider will also decide whether the injured person should be moved or placed in a recovery position
  - If the first aider judges that a student is too unwell to remain in college, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
  - If emergency services are called, the Designated Safeguarding Lead (DLS) (or nominated deputy) will contact parents immediately
  - The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

**Off-site procedures**

When taking students off the college premises, staff will ensure they always have the following:

- A college mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details
- Activity Control Document (offsite forms within DatabridgeMIS)
- Relevant Risk Assessments as appropriate

Dependent on level of risk, risk assessments will be approved by either the Head of College, Director of Colleges or the Head of shared Services prior to any educational visit that necessitates taking students off college premises. There will always be at least one first aider on college trips and visits.

**First aid equipment**

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***A typical first aid kit in our college will include the following:***

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|---|--|
| ○ A leaflet with general first aid advice | ○ Scissors                                 |
| ○ Regular and large bandages              | ○ Cold compresses                          |
| ○ Eye pad bandages                        | ○ Burns dressings                          |
| ○ Triangular bandages                     | ○ No medication is kept in first aid kits. |
| ○ Adhesive tape                           | ○ Antiseptic wipes                         |
| ○ Safety pins                             | ○ Plasters of assorted sizes               |
| ○ Disposable gloves                       |  |

**First Aid Kit Locations**

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**Leigh college**

Reception  
Pastoral Office  
Kitchen

**Wigan College**

Main Reception  
Kitchen

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**Defib Located (fully automated)**

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**Leigh College**

1<sup>st</sup> floor corridor outside the Sensory Room

**Wigan College**

Main Reception

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## Record-keeping and reporting

An accident form will be completed on **DatabridgMIS** by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form. Records will be retained by the college for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Records are kept:

- DatabridgeMIS

## Reporting to the HSE

The Shared Services Team will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The SHARED SERVICES TEAM will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences involving an employee include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to colleges include, but are not limited to:
  - *The collapse or failure of load-bearing parts of lifts and lifting equipment*
  - *The accidental release of a biological agent likely to cause severe human illness*
  - *The accidental release or escape of any substance that may cause a serious injury or damage to health*
  - *An electrical short circuit or overload causing a fire or explosion*

Injuries to pupils and visitors who are involved in an accident at college or on an activity organised by the college are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Information on how to make a RIDDOR report is available here:

**[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)**  
<http://www.hse.gov.uk/riddor/report.htm>

## 6. Training

All college staff are able to undertake first aid training if they would like to. All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The college will keep a register of all trained first aiders, what training they have received and when this expires. Staff are encouraged to renew their first aid training when it is no longer valid.

**This first aid policy is linked to the**

- Health and safety policy
- Risk assessment policy

**7. Monitoring arrangements**

This policy will be reviewed every 12 months but can be revised as needed. It will be approved by the governing board

**Impact of non-compliance**

<b>Staff:</b>	Disciplinary action, prosecution
<b>Student:</b>	Not applicable
<b>Legislation/organisational:</b>	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
<b>Compliance lead:</b>	Corporate Services (Corporate Services)
<b>Policy Reference:</b>	ELCO-POL-HSE-007
<b>Version:</b>	6
<b>Agreed policy location:</b>	DatabridgeMIS and Company Webpage
<b>Does the policy require Governor approval?</b>	No

**Approval**

<p><b>Prepared by</b> Scott Roberts (Assoc. CIPD) 01/02/2022</p>  <p>Head of shared Services</p>	<p><b>Approved by</b> Tony Brown 01/02/2022</p>  <p>CEO</p>	<p><b>Counter Signatory</b> Richard King 01/02/2022</p>  <p>Director of Colleges, Pre 16 Education</p>
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**Version Control**

Version	Date	Revision	Review Date
1	13/03/2018	First Issue	12/03/2019
2	09/03/2019	Reviewed Document	09/03/2020
3	01/08/2019	Full review and transfer to new template	31/08/2020
4	01/09/2020	Policy reviewed (SR)	31/08/2021
5	01/09/2021	Policy Reviewed	31/08/2022
6	01/02/2022	Amendments made to job titles within the policy. Information regarding Defib added	31/01/2023

## Appendix 1 – First Aider Information

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3.5 First Aid - the following have received first aid training					
Leigh college			Wigan College		
Name	Provider	Expires	Name	Provider	Expires
Scott Gray	Flexebee	19/11/2024	Sophie Atherton	Flexebee	19/11/2024
Emma Thomson	Flexebee	19/11/2024	Daisy Prescott	Flexebee	19/11/2024
Chenese Hogg	Flexebee	19/11/2024	Sadie McIntosh	Flexebee	19/11/2024
Carol Greenfield	Flexebee	19/11/2024	Adele Bennison	Flexebee	19/11/2024
Bryonie Brown	Flexebee	19/11/2024	Andrew Galligan	Flexebee	19/11/2024
Mark Golding	Flexebee	19/11/2024	Julieanne Prescott	Flexebee	19/11/2024