Barton Peveril Sixth Form College

FIRST AID POLICY (STAFF)

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1. The Purpose and Guiding Principles of this Policy

The purpose of this policy is to outline the first aid arrangements at Barton Peveril College, ensuring robust procedures are in place to address the first aid requirements of staff and visitors.

The guiding principles are based on practice recommended by The Health & Safety (First Aid) Regulations, 1981, and include:

- Allowing any person to contact emergency services in the event of a medical emergency.
- Treating all medical information in strict confidence.
- Indemnifying staff for claims of negligence arising from first aid administration, provided they act within their employment scope, hold a current approved first aid qualification, and follow training guidance.
- Defining "First Aid" to exclude giving tablets or medicines, with exceptions for Adrenaline Auto-Injectors for life-saving purposes and Aspirin 300mg on ambulance advice for suspected heart attacks.
- Ensuring First Aiders hold valid certificates of competence (FAW or EFAW).
- Providing first aid cover during college hours and at out-of-hours events, with a rostered first aider always on call.
- Requiring departments at higher risk to have staff with an Emergency First Aid at Work qualification in situ.
- Establishing a First Aid committee that meets termly to review and monitor first aid arrangements.
- Maintaining a centralized record of staff first aid training and advising on qualification expiry.
- Expecting First Aiders to wear personal protective equipment and operate within their training knowledge.
- Making first aid kits available throughout the college, with designated staff responsible for maintenance and re-ordering.
- Ensuring AEDs are located and regularly checked.
- Implementing proper disposal of clinical waste.
- Requiring all staff first aid incidents to be reported and reviewed annually.
- Allowing First Aiders to contact HR for staff medical history if appropriate.
- Providing clear instructions for contacting emergency services.
- Clarifying that First Aiders may assist individuals in taking their own prescribed medication, but generally do not administer medicines, with specific exceptions.

2. Scope

This document is in place to address the first aid requirements of staff and visitors to, Barton Peveril College. All staff must be made aware of this document at Induction.

These guidelines have been produced using practice recommended by The Health & Safety (First Aid) Regulations, 1981

This policy should be read in conjunction with the College Health & Safety Policy.

3. Key Definitions

First Aid: The treatment of minor injuries not requiring a healthcare professional, and serious injuries prior to healthcare professional assistance, to preserve life and minimize consequences. It generally excludes giving tablets or medicines, with exceptions for Adrenaline auto-injectors for life-saving purposes and Aspirin 300mg on ambulance advice for suspected heart attacks.

First Aiders: Members of staff holding a valid certificate of competence in a first aid training course from a regulated and established provider (typically First Aid at Work (FAW) or Emergency First Aid at Work (EFAW)).

Staff: Any person employed by the College, volunteers at the College, and self-employed people working on the premises.

Third Party: Refers to any non-employee of the College.

4. Roles and Responsibilities

Role	Key Responsibilities
College Nurse	Holds current registration with the Nursing and Midwifery Council. Acts within The Code. **Chairs the First Aid Committee.** Produces the first aid roster. Manages storage, supervision, and administration of medicines (including emergency medicines and Controlled Drugs). Assesses, plans, implements, and evaluates day-to-day care for students. Acts as gatekeeper to the centralised staff training record and advises on re-validation.
First Aiders	Respond to first aid incidents during college hours and at out-of-hours events. Operate within their training knowledge. May administer AAI or Aspirin (on ambulance advice). **Must notify Reception or the College Nurse** if unable to cover a shift or if contact details/location changes. Automatically members of the First Aid Committee.

College Staff (General)	Have a duty of care to follow the policy, are made aware of individual student plans, and have access to advice, information, resources, and training.
Reception Staff	Contacted in the event of a first aid incident to then contact a First Aider (typically via radio). Provide first aid kits for college trips (excluding PE matches).
Nominated Member of Staff (Equipment)	Orders and replenishes first aid equipment. Checks all kits annually (end of college year) and maintains a register of kits taken off-site.
Human Resources (HR)	Holds the centralised record for staff first aid training and manages the application procedure for courses.
Physical Education (PE) Staff	Responsible for re-stocking pitch-side first aid kits from college supplies. Should undergo EFAW training if first-aid trained but not on the roster.
Health & Safety Coordinator (THSC)	Collaborates on implementing and reviewing policies. Must be made aware of any RIDDOR-reportable incidents. Receives electronic alerts for first aid incidents.
Health and Safety Committee	Reviews all First Aid and Accident data annually to monitor and act on emerging trends.
Estates Department	Responsible for checking of AEDs to ensure they are functioning and their additional contents are present during college holidays.
Security Staff	Radioed to meet ambulances on arrival and escort them to the casualty's location.
Students	Provide information about their condition, are involved in discussions about support, and notify the college of any changes in medical history or medication.
Primary Contacts	Complete the Medicine Form for students needing medication stored. Are responsible for disposing of medicines that are no longer required/expired.

5. Training

- Certification**:** All First Aiders must hold a valid **FAW** or **EFAW** certificate from a regulated provider. Roster First Aiders will hold FAW.
- High-Risk Departments**:** Departments at higher risk (Appendix 1: Art & Design, Catering, Estates, Learning Support, Performing Arts, PE, Reception, Science) must have staff in situ with an **EFAW** qualification.
- Induction and Refreshers**:** All new rostered First Aiders require an induction with the College Nurse. The College Nurse offers annual **Anaphylaxis** and **AED refresher sessions** to First Aid Committee members.
- General Staff Training**:** All staff are trained annually on **emergency procedures** for students with medical conditions. Specific training on conditions (e.g., allergy, medical matters). **Individual Healthcare Plans (IHCPs)** can be provided to relevant staff if appropriate.
- Training Records: The College Nurse advises staff on qualification expiry, using the centralised record held by the College Nurse and HR department.

6. The Policy

6.1 Confidentiality and Indemnity

Confidentiality: All medical information will be treated in strict confidence. Information will only be shared in accordance with college policy or if there are safeguarding concerns.

Indemnity: Barton Peveril College fully indemnifies staff against claims for negligence arising from first aid administration, provided the staff are acting within the scope of their employment, hold a current approved first aid qualification, and are following the guidance of their training.

6.2. First Aid Cover and the First Aid Committee

- Cover Provision: First Aiders are available to respond to incidents during college hours i.e. **Monday to Friday 08:30 - 16:00** and at out-of-hours events. First aid cover will be provided according to a roster with at least one first aider on call at any time. Cover is **not** provided for outside agencies hiring the premises.
- First aiders: The college nurse chairs the First Aid committee which meets bi-annually. All staff on the roster are automatically committee members and department First Aiders are also invited.

All rostered First Aiders are automatically members and receive an annual one-off payment, reviewed by the Senior Leadership Team (SLT) annually.

6.3. First Aid Equipment and Waste Disposal

Kits: First aid kits (marked with a white cross on a green background) are available throughout the college (location list available). The College Nurse advises on content based on HSE guidance. Department First Aiders check kits every term and alert Reception/Nominated Person if supplies are needed. The Nominated Member of Staff performs an annual check and re-orders.

AEDs and Bleed Control: The main AED is in the Rose building (outside R1), and a second is outside the security office (M1, Mountbatten building). The College Nurse checks the AEDs weekly during term time and Estates check AEDs weekly during college holidays. A community access Bleed Control Kit is outside R1 in the Rose Building.

Waste Disposal**:** All clinical waste is disposed of in the clinical waste bin or the sharps bin situated in the medical room within the Health & Wellbeing Department. The sharps bin and clinical waste are collected at regular intervals by the college's waste disposal contractor.

6.4. First Aid Reporting

All first aid incidents (including staff and visitors) should be reported on the college intranet. Incidents off-campus must be recorded in the first aid reporting booklet and transcribed onto the intranet at the first available opportunity.

The Accident Book is kept on top of the lockable drawer under the desk in the Medical Room.

The College Nurse informs the Health & Safety Manager of any **RIDDOR-reportable incidents**.
The Health and Safety Officer and College Nurse receive electronic notification alerts for all incidents. All data is reviewed annually by the Health and Safety Committee.

6.5. Unwell / Injured Staff or Visitors (Non-Emergency)

In the event that a member of staff or visitor is unwell/injured and requires the attention of a first aider, the first aider can contact the Human Resources department for staff medical history, if appropriate.

6.6. Emergency Procedure and Ambulance Request

- An ambulance must be summoned at the earliest opportunity for any staff or visitor who becomes seriously ill or requires emergency administration of medicines.
- The attending First Aider is responsible for ensuring the ambulance is called.

To Request an Ambulance – Dial 999:

1. Your telephone number and name.
2. Your location: **Barton Peveril College, Chestnut Avenue, Eastleigh, SO50 5ZA.**
3. Provide the exact location of the casualty on campus.
4. Provide the name of the casualty and a brief description of symptoms.
5. Inform Ambulance Control of the best entrance to use (Chestnut Avenue or Tennyson Road) and state that the crew will be met and taken to the casualty.
6. Radio Estates staff or Security to meet the ambulance.

6.7 Staff with Medical Conditions

Some staff may carry their own medication that has been prescribed by their doctor (e.g. AAI or Asthma Inhaler). If the individual needs to take their own prescribed medication, the first aider may assist them to do so and contact the emergency services, as appropriate.

For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exceptions being

1. where Adrenaline Auto-Injectors are administered for the purpose of saving life (https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools)
2. where the casualty has a suspected heart attack Aspirin 300mg can be given but **only on the advice of the Ambulance service**. Aspirin 300mg tablets are stored in the locked medical cabinet in the Medical room. Access to this is via the college nurse or a rostered first aider.

7. Annex(es)

Appendix 1: List of High Risk departments
Appendix 2: First Aider flowchart
Appendix 3: First Aid Kit content
Appendix 4: First Aid Needs assessment

Appendix 1:

Art and Design
Catering
Estates
Learning Support
Performing Arts
PE
Reception
Science

Appendix 2:

First Aiders' flowchart

Appendix 3:

First Aid kit content

Appendix 4:

BP First Aid Needs Assessment .docx