

First Aid Policy

Last Review:	February 2025
Approved by Governors:	February 2025
Next Review:	February 2026
Member of Staff Responsible:	Facilities & Health & Safety Manager

Vision

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be men and women of courage who are alive to the needs of humanity and committed to making a better world.

Introduction

The **Governing Body** has ultimate responsibility for Health and Safety matters in the college, but delegates operational and day-to-day tasks to the Principal and designated staff members.

The **Principal** is responsible for the implementation of this policy, including:

- Ensuring there is an appropriate number of trained first aid personnel present at all times
- All first aiders have appropriate qualifications and have access to training to remain competent to perform their role
- Undertaking, or ensuring managers undertake, risk assessments as appropriate and that appropriate measures are put in place
- Ensuring that adequate space is available for accommodating the first aid needs of students, staff, visitors and contractors.
- Reporting specified incidents to the Health & Safety Executive (HSE) where necessary.

College staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in college are
- Ensuring they have an awareness of students within their groups that require medical assistance and that the correct procedures are in place for those students should an emergency occur
- Informing the Lead First Aid Officer of any specific health conditions or first aid needs as they are disclosed or become apparent.

Everyone in College, regardless of background and free from discrimination, has access to the College's First Aid Room which is managed by the Facilities and Health & Safety Manager and staffed by the Lead First Aid Officer and First Aid Officer. The First Aid Officers are responsible for any medical care or first aid that students, staff, visitors or contractors may require during the day. The first aid room is open from 8.30am to 4.30pm each day. Should the first aid room be closed during staff breaks or due to absence, alternative first aiders are available to deal with illness, accidents and emergencies.

All new students and staff are provided with information on where to go for help in the event of illness or an accident as part of their induction to college.

Scope

This guidance is applicable to all those involved in the provision of first aid related to College activities.

Objectives

- To ensure that there is an adequate provision of first aid at all times
- To ensure that where individuals are unwell or have been injured, that there are suitable mechanisms in place to provide timely and competent administration of first aid.

Guidance

The provision of first aid at the college will be determined by the consideration of the following:

- Numbers of students and staff regularly on College site
- Specific hazards on the college site
- Staff or students with special health needs or disabilities
- Previous record of accidents / incidents within the college
- Provision for leave / absence of first aiders
- Off-site activities, including trips and visits
- Practical departments, such as Science, Art, PE
- Out of hours activities and events
- Contractors on site and agreed arrangements.

First Aid Officers

The College will appoint suitably qualified First Aid Officers whose duties will include taking charge when someone is injured or taken ill and have the ability, where approved, to administer medication. The First Aid Officers have responsibility for maintaining first aid equipment (e.g. restocking first aid boxes). The First Aid Officers should take the lead in liaising with the emergency services where appropriate and should, where possible, remain with the ill or injured person during this liaison period. The First Aid Officers have responsibility for coordination of all first aiders on site. They have responsibility for updating a student's myLoreto log/medical notes, in a timely fashion, should a student require medical intervention whilst at College.

Specific First Aid Provision

First Aiders

The College will ensure that there are sufficient suitably trained first aiders to cover all day-to-day activities within the College.

All First Aid Officers **MUST** have a minimum of the 18-hour First Aid at Work qualification, with a requalification course every 3 years.

All First Aiders are 'on-call' to cover in an emergency. These staff should be called upon as a first response, in the absence of the First Aid Officers or where the First Aid Officers are unavailable to attend and are clearly identified on the First Aider Notices available around college and via myLoreto. These staff can also be called upon to help assist the First Aid Officers when required.

All college first aiders must hold a valid certificate of competence, issued by an appropriate organisation. First Aid training is currently sourced from a 3rd party e.g. by St John's Ambulance. The records of staff training are maintained and monitored (for requalification) by the Learning and Development Manager.

A list of current first aiders can be found on myLoreto. This list is updated on a monthly basis to ensure it remains as accurate as possible. A list of first aiders is also available in the entrance to all buildings as well as staff rooms and other high occupancy areas.

You can also speed dial a First Aider using the phone system. All the First Aiders are on a call group so the system will circulate around until an available First Aider is found.

First aiders will give immediate help to those with common injuries and those arising from specific hazards, and where necessary, ensure that an ambulance or other professional medical help is called. They have responsibility for updating a student's myLoreto log, in a timely fashion, should a student require medical intervention whilst at College.

First Aid Boxes

First aid boxes will be provided in areas where accidents are considered most likely AND to ensure adequate coverage of first aid provisions.

All staff should have easy access to first aid boxes across the college. Locations with higher risk of injuries to eyes are also equipped with an eye wash facility/station.

First aid boxes will be replenished as necessary, with all first aid boxes being checked at least each term and replenished as necessary by the First Aid Officers.

The contents of a first aid box will be in accordance with guidance given in the HSE document 'Basic advice on first aid at work' INDG 347:

- A leaflet giving general advice on first aid (e.g. HSE's leaflet 'Basic advice on first aid at work')
- Individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work (hypoallergenic plasters should be available where necessary)
- Sterile eye pads

- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large, individually wrapped, sterile, un-medicated wound dressings
- Medium sized, individually wrapped, sterile, un-medicated wound dressings
- Disposable gloves
- Antiseptic wipes
- Adhesive tape
- Scissors
- Burns dressings.

Defibrillators

There are two defibrillators located on campus, one in the Main Entrance of Ball Building and one in the Main Entrance of Ellis & Kennedy. Both defibrillators will be maintained according to the manufacturer's instructions. The College also has staff trained specifically in the use of defibrillators, but any staff member can use the defibrillators as the machine will offer clear instructions to the user. These staff are shown under a separate heading on the first aiders list available on myLoreto and displayed around the college.

Calling an Ambulance

If somebody in College needs urgent medical attention/care, all staff are trained to summon an ambulance immediately. The First Aid Officers are normally responsible for calling the ambulance and for ensuring, in the absence of a parent/carer, that the student is escorted to hospital. A member of College staff will always stay with a student in hospital until a parent/carer have arrived.

Record Keeping and Reporting Accidents

- All accidents will be recorded on an accident form. Accidents must also be recorded on the First Aid Log (see below).
- An accident form will be completed by the First Aid Officer or person administering first aid 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 completion of all the information required on the accident form (see appendix).
- All accident forms are logged electronically by the Facilities & Health and Safety Manager and kept for a minimum of 3 years.

Provision of First Aid for non-accidents

- All visits to the first aid room must be logged on the electronic First Aid Log.
- Any first aid supplies provided to students, staff, visitors or contractors must be recorded on the First Aid Log.
- Any visits to the first aid room for illness must be recorded on the First Aid Log.
- Any phone calls to parents/carers must be recorded on the First Aid Log.
- Any advice provided by trained first aiders must be documented on the First Aid Log.
- The First Aid Officers and all first aiders have access to the First Aid Log.

First Aid room and first aid box stock check recording

The First Aid Officers will maintain records of the re-stocking of first aid boxes and the stock stored in the first aid room. Stock checks should take place on a regular basis, at least half termly.

Trips and visits

- For college trips and visits, students' medical conditions will be recorded on 'Medical' section of the Trips and Visits system
- The First Aid Officers will double check this information and meet with individuals to ensure any medications are discussed with students and parents/carers to ensure the student does not forget their medication.

Reporting to the HSE

The College will report any student, staff and non-employee accidents where required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013), to the Health and Safety Executive (Telephone 0845 300 99 23). Such accidents / incidents include:

- **Death/s**
- **Occupational Diseases**
Employers and self-employed people must report diagnoses of certain occupation diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis
 - Hand-arm vibration syndrome
 - Occupational asthma
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent.
- **Gas Incidents**
- **Dangerous Occurrences** which are certain listed near-miss events i.e. a specified dangerous occurrence, where something happened which did not result in an injury, but could have done.
- **Over-seven-day injuries**
As of 6th April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days. The College will report injuries that led to an employee or student being away from work/College, or unable to perform their normal duties for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report MUST be made within 15 days of the accident.
- **Over-three-day injuries**
The College must still keep a record of the accident if an employee/student has been incapacitated as the result of an occupational accident or injury for more than three consecutive days.
- **Non-fatal accidents to non-workers (e.g. members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to a hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

- **Major Injuries** which include:
 - 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) which: covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - And 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
 - Requires resuscitation or admittance to hospital for more than 24 hours.

The College keep records of all accidents, incidents and injuries, and has a procedure in place for ensuring that they are reviewed regularly, in order where possible, to minimise the likelihood of recurrence. The review of accidents, incidents and injuries takes place at each College Management Team meeting and Health & Safety Committee Meeting where a report is provided by the Facilities & Health and Safety Manager.

Students' Medical Information

Students and their parents/carers are asked at several stages prior to starting the college if they have any medical requirements. These are requested/recorded on the following:

- Application for Admission form
- Student Support Form

Any disclosed medical conditions are then transferred onto the myLoreto system which enable all staff, including first aiders, to make themselves aware of the students' needs/medical requirements. Any additional medical information disclosed following enrolment is added to the student record on myLoreto. The Lead First Aider has responsibility for ensuring that this information is up to date.

Medication

Where students require regular access to medication, this must be provided by the student or their parent/carer and should be in the original packaging with a prescription label attached clearly stating the student's name, date of birth, dispensing details including frequency, dosage and duration of course of medication. A signed authorisation stating these details should be obtained. In most cases this authorisation will be obtained from the student. In certain circumstances, for example for Pathways students or other exceptional circumstances, authorisation will be obtained from the parent/carer.

All students' medication needs should be clearly stated on myLoreto.

Asthma

Where a student is known to suffer with asthma, the student should provide College with a spare inhaler (in the original packaging and labelled with prescription details) and complete a consent form giving authorisation for the College first aiders to administer. For Pathways students, consent will be obtained from the parent/carer.

The college will hold a stock of asthma inhalers for emergency purposes. These will be kept in the First Aid Room and only administered to students who do not have access to their own inhalers. All students who have disclosed asthma to the college should complete a consent form giving the college first aiders authorisation to administer medication where deemed necessary. For Pathways students, consent will be obtained from the parent/carer. Information regarding a students' own inhaler and consent to using an emergency inhaler should be clearly stated in myLoreto. This consent is requested at pre-enrolment and then followed up by the First Aid Officers. Verbal consent will be accepted if it is an emergency situation and full consent will be sought afterwards.

Allergies

The college will hold a stock of epi-pens for emergency purposes. These will be kept in the First Aid Room and only administered to students who do not have access to their own epi-pen and on the guidance of the emergency services. All students who have disclosed allergies to the college should complete a consent form giving the college first aiders authorisation to administer medication where deemed necessary. For Pathways students and in certain other exceptional circumstances consent will be obtained from the parent/carer. Information regarding a students' epi-pen and consent to using an emergency epi-pen should be clearly stated in myLoreto. This consent is requested at pre-enrolment and then followed up by the First Aid Officers.

Students with Particular Medical Conditions

If a student has particular medical conditions, the First Aid Officers will meet with the student and where appropriate their parents/carers or any outside specialist who has been involved in the care of the student to discuss and determine the regime that is most appropriate for their individual care before they join College.

Records of disclosed medical conditions are entered onto the myLoreto system and shared with staff. All staff are briefed at their induction on the myLoreto system and can liaise with staff in the First Aid Room (FAR) should they require clarification or support on any matter.