



# First Aid Policy

Author: JB

Reviewed: Nov 2023

## Introduction

The Cambridge Centre for Languages (CCL) has responsibility to provide first aid provision along with a safe & healthy learning environment for all students and staff but especially for students under the age of 18.

The school ensures that a first aid facility is in place at each worksite by having a suitably stocked first-aid box, an appointed person and deputy to take responsibility for first aid arrangements and by informing employees about these arrangements.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, students and all under our duty of care and provide such information, training and supervision as they need for that purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. This policy is reviewed annually or as circumstances change.

## Qualified First Aid Staff

CCL has a number of First Aid trained staff who are on hand to provide basic first aid if a dangerous incident/accident occurs.

The following members of staff have attended an approved course for 'Emergency First Aid at work' within the last 3 years and hold a valid certificate:

- Trish Hale (WASS & Lead First Aid Person)
- James Berkley (Centre Director & Deputy First Aid Person)
- Laura Chen (Principal)
- Cherie Peng (Social Activity Leader)

## First Aid Provision

CCL has three first aid kits on the premises. These are located:

- in the administration office at St. Mary's School
- in the Residential Managers quarters
- with a Social Activities Officer when sports courts/areas are in use (stored in the admin office)



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It is the responsibility of the appointed first aid person to ensure that these are well stocked with the correct equipment and checked every 6 months.



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The first aid boxes should contain the following:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- Two sterile eye pads
- Two individually wrapped triangular bandages, preferably sterile
- Six safety pins
- Two large sterile individually wrapped unmedicated wound dressings
- Six medium-sized sterile individually wrapped unmedicated wound dressings
- At least three pairs of disposable gloves

## Medication

Although CCL should provide First Aid in case of an emergency, and has a professional duty to safeguard the health and safety of employees and students, staff members including teachers should not take responsibility for administration of any medication.

If asked for cold or pain relievers, staff should tell the students where the nearest pharmacy is located. In more serious cases, staff should take the student to the Welfare Manager or a senior staff member, who will contact the local doctors' surgery.

## Incident Procedure

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment appropriate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call for an ambulance.

In the case of a serious accident or illness requiring professional medical attention, staff will contact the nearest local hospital. In an emergency the injured person must be accompanied to the hospital casualty department, or an ambulance should be called by dialing 999, whichever is more appropriate.

In less serious circumstances, students should be advised to see their host family's GP. In serious cases the Principal or the Accommodation and Welfare Manager is responsible for contacting the employee or student's family. The Accommodation and Welfare Manager will also contact the student's host family.



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## Reporting Incidents

Details of accidents and action taken should always be written up in the first aid book for this purpose in the Administration Office. There are first aid boxes located there, and one of the appointed persons should be sought in the first instance. On no account should staff give medicine to students.

## Recording of incidents

The Accommodation and Welfare Manager is responsible for maintaining records of accidents and emergencies. All incidents/dangerous occurrences must be logged in the accident logbook found in the CCL Administration Office at St. Mary's School. The following details must be logged:

The name of the injured person

Type of injury

Time and date of incident

How it happened

Where it occurred

The name of the person dealing with the incident

Treatment given.

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)' CCL is required to report any major injury or condition which has occurred during the course of work to the local Health and Safety Executive.