

**Document 9: First aid Assessment and Policy Template**

From a health and safety point of view, language schools are generally low risk environments. They fall within the category office / sedentary and are considered low hazard. Medium risk includes light engineering, assembly lines, general building work etc, and high risk environments are heavy engineering, chemical work, scaffolding etc. Providers should revisit health and safety procedures if any scaffolding is erected on your site (eg. summer schools) or if refurbishment work is taking place as these factors, among others, could increase the risk to your staff and students.

There is always a risk in any environment, and having a first aid / medical policy in place helps prepares you for this. You should look at your organisation and assess your first aid needs. This is a statutory requirement under the Health and Safety (first aid) Regulations 1981. Employers are required to have in place adequate and appropriate equipment, facilities and personnel to provide first aid.

The terms adequate and appropriate are context dependent. Staff on site should have first aid training; how many will depend on the context. There are two types of responder - a trained first aider (has undergone training and has a current first aid at work certificate) and an Appointed Person (who may not necessarily be trained but would take charge in the event of an injury or illness, and may be the one who calls the emergency services and / or looks after the first aid kit). Providers should take into account the number of staff and students and train enough people accordingly. Try to work on increments of 50; if your numbers increase by 50, increase the number of *responders* by 1. Bear in mind there is no statutory duty to increase the number of first aiders according to the increase of your student numbers. However, bear in mind that if you have residential accommodation, at least one staff member should be trained and available 24/7. This is a British Council requirement. On residential summer programmes you should consider having a nurse / doctor on site.

Providers should also consider where their first aider / Appointed person is based / should be based. Review this regularly to make sure your responders are available when needed. The names of responder and location of first aid equipment should be displayed in a position where it can be seen by visitors and members of the public. A template sign is provided in [Document 10](#).

Consideration should also be made of where first aid kits are / should be / who is responsible for checking and stocking them. Providers might have a single kit on site, multiple kits, or kits on site plus off-site travelling kits for excursions. However, many providers have, they should be checked and stocked monthly. Plaster supplies, for example, can deplete rapidly!

Below is a sample policy which can be adapted for your use. Don't forget that aspects of safeguarding may overlap with responding to medical situations - you may want to include advice on taking an under 18 to a doctor / hospital in a staff car, for example.

**First aid policy****Policy Statement**

PROVIDER accepts their responsibility under the Health and Safety (first-aid) Regulations 1981 and acknowledge the importance of providing first aid for staff, students and visitors.

The staff of PROVIDER recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 procedure for reporting accidents.

## **Introduction**

'First aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint first aid Manual 8<sup>th</sup> Edition). Staff administering first aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

## **Statement of first aid Provision**

PROVIDER's arrangements for providing first aid will:

- Place a duty on senior management to approve, implement and review the first aid policy;
- Place individual duties on all employees;
- Report and record accidents;
- Record when first aid is administered to staff, students and visitors.
- Provide equipment and materials to provide first aid treatment;
- Make arrangements to provide first aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in the centre which require first aid treatment;
- Provide information to employees on the arrangements for first aid;
- Undertake an assessment of the first aid provision of the centre and review requirements on a regular basis;
- Use the information from the first aid assessment to determine the number and level of trained staff and also any additional requirements (eg training for staff/students with particular medical needs);
- Notify next point of contact/parents/guardians (where appropriate) that first aid treatment was administered to the staff/student/visitor as appropriate.

## **Arrangements for first aid**

PROVIDER provides first aid kits. The location of the first aid Kits are:

(LOCATION OF ALL FIRST AID KITS INCLUDING TRAVELLING KITS)

### **First aid Kits will be stocked as follows:**

First aid advice leaflet

- 20 individually wrapped sterile adhesive dressings assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra-large wound dressings
- 1 pair of disposable gloves

The contents of the Kits will be checked monthly/on a regular basis by NAME ROLE

The centre's first aider(s) is/are NAME ROLE

At least one first aid kit will be taken on any off-site excursions.

## **Information on first aid Procedures**

All employees will be informed of the following:

- Procedures for recording and reporting of accidents;
- Procedures for first aid;
- Names of qualified first aiders;
- Location of first aid Kits.

Signs are displayed throughout the School providing information as follows:

- Names of qualified first aiders
- Their room number/phone number;
- First aid Box locations.
- Location of medical room (where appropriate)

All members of staff will be made aware of the centre's first aid policy. No member of staff should attempt to give first aid unless they have been trained.

## **Transport to hospital or home**

The ROLE will decide on a case-by-case basis which action is to be taken, taking guidance from emergency services where appropriate. In the event of urgent medical attention being required an ambulance will be called and the next of kin will be informed. If hospital treatment is required, the centre will discuss next steps with the student / next of kin as appropriate. Where necessary, arrangements will be made by the centre to transport staff / student to hospital in non-emergency situations.

In the event that a child needs to be transported to a hospital, the following procedure applies:

- Only vehicles insured to cover such transportation will be used;
- No individual member of staff will be alone with the student in the vehicle;
- A second member of staff will be present to provide supervision of the student.

*(NOTE - your procedure may differ according to your staff numbers, car availability, taxi availability etc. An important principle is transparency and any transport of under 18s in private vehicles should be done with care and expected arrival times/journey length should be communicated with another staff member)*

## **Additional Provision**

To support the health and medical needs of students, PROVIDER has the following procedures in place:

- Students are given information about local health provision in handbooks and during induction;
- PROVIDER has a local GP which is recommended for longer term students (IF APPROPRIATE)
- PROVIDER maintains a contact list of GP/dental centre / drop in centre which is made available to students
- PROVIDER acquires information about medical conditions from the student prior to/on arrival

## **Contact List**

GP:

Dental Centre:

Drop-in centre:

Nearest A&E: