

## **FIRST AID POLICY**

London Brookes College has a commitment to ensure that there is a proper procedure to be followed when any college member or visitor suffers an injury or becomes unwell whilst on the premises during the times that the college is operational.

Incidents requiring treatment are categorised into minor, and major. It is the responsibility of the first aider to decide into which category the incident is placed and dealt with appropriately.

At the time of admission being granted to the college parents are asked to complete a questionnaire detailing if there is a history of any medical condition/s. They are also asked to tell us if regular medication is prescribed. Confidential notes are kept of this information which may be authorised to staff in an emergency. Where appropriate, all medicines should be kept at Reception and requested when necessary.

### **MINOR INCIDENTS**

- Minor incidents such as grazes, abrasions, head aches and sprains are dealt with appropriately with treatment being offered.
- If analgesics are required by students then checks are first made to ensure that parental permission has been given in writing before a maximum of two are given. If written permission has not been obtained then analgesics would not be given.
- A record is kept of any medication given to students in the first aid book in reception.
- After treatment the student may or may not be asked to 'rest' and if necessary would be accompanied to a suitable room.
- If there is no improvement within a reasonable amount of time then a parent/guardian will be telephoned and depending on the symptoms either the student would be taken home, or, in the case of an initial minor incident, taken to one of the local Casualty Departments.
- Latex gloves are always worn during the administration of first aid to ensure there is no cross examination.

### **MAJOR INCIDENTS**

Major incidents – Fits, serious wounds, suspected fractures or fainting often require the first aider to collect the portable First Aid Box from reception and return to the incident.

If the incident is judged to be serious and medical attention vital then time can be of the essence and the ambulance service is called by dialling 999. The first aider stays with the

student and instructs either a member of staff or a reliable student to inform the Principal, and to make the student as comfortable as possible whilst awaiting the ambulance.

The Principal would ensure the room is clear of other students to allow privacy and care for the student and then telephone the parents to inform them of action taken, and if necessary, to which hospital the ambulance is going. Students will be accompanied to the hospital by a member of staff or first aider.

For all major incidents notes are made in the Riddor Book (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations)

On college outings/visits all staff carry a first aid pack and mobile phone. Students must ensure that they have sufficient medication and/or personal equipment with them at outings. They must give those to accompanying staff at the start of the trip, requesting them when necessary.

First aid boxes are located in the Reception area and in the Science Lab.

**Checked on 4<sup>th</sup> August 2021 by Cillian Logue**