

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

Senior member of staff responsible for this Policy: Darren Lockley

Principal:	Rachel Hutchinson
Deputy Principal:	Ray Hennessy
Medical Coordinator	Ashley Saunders
Contact details:	icc@ivybridge.devon.sch.uk
This policy will be reviewed annually by the College	Next review August 2025

Index

- 1.0 Statement of Intent
- 2.0 Legal Framework
- 3.0 Aims
- 4.0 First Aiders/First Aid
- 5.0 Emergency Procedures
- 6.0 Reporting to parents/carers
- 7.0 Educational visits and off-site activities
- 8.0 Storage of medicine
- 9.0 Illnesses
- 10.0 Consent
- 11.0 Responsibilities
- 12.0 First Aid Materials, Equipment
- 13.0 Monitoring, Evaluation and Review
- 14.0 Policy Review

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

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IVYBRIDGE COMMUNITY COLLEGE FIRST AID POLICY

1.0 Statement of Intent

Ivybridge Community College is committed to providing emergency First Aid provision in order to deal with accidents and incidents affecting staff, students and visitors. The College will undertake a suitable and sufficient risk assessment and first aid needs analysis to ensure compliance with this policy.

Associated documents

- Westcountry Schools Trust Health and Safety Policy
- Ivybridge Community College First Aid Procedures
- Policy for Supporting Students with Medical Conditions and for Supporting the Administration of Medicine

2.0 Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work regulations 1999
- DFE (2017) 'Supporting pupils at school with medical conditions.'
- DFE (2022) 'Guidance on First Aid for schools.'
- DFE (2023) 'Automated external defibrillators (AED's) a guide for schools.'
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

3.0 Aims

All staff will be made aware of this policy and know who to contact in the event of any illness, accident, or injury, and to ensure that the guidance in this policy is followed.

Staff will always use their best endeavours to secure the welfare of our students, visitors, and colleagues.

Anyone on the College premises is expected to take reasonable care for their own and others' safety.

Through adopting this policy, the College aims to:

- Ensure that Ivybridge Community College has adequate, safe and effective first aid provision; for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how minor or major
- Ensure that staff and students are aware of the procedures in the event of any illness, accident or injury
- Ensure that medicines are only administered at the College, when express permission has been granted for this. There may be times when inhalers need to be used in an emergency without permission
- Ensure that all medicines are appropriately stored
- Promote effective infection control

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

Senior member of staff responsible for this Policy: Darren Lockley

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the College site.

To achieve the aims of this policy each building, including owned and operated vehicles, will have suitably stocked first aid boxes in line with a site-specific risk assessment of needs.

Where there is no special risk identified, minimum provision of first aid items will follow guidance in The Health and Safety (First Aid) Regulations 1981.

The College will nominate and name a person or persons responsible for examining the contents of first aid boxes, including any mobile first aid boxes for off-site use. These will be frequently checked and restocked as soon as possible after use, and these checks will be recorded. Any out-of-date items will be safely disposed of after the expiry date has passed.

The College will make a list available to all staff detailing the locations of first aid kits and the names of on-site first aiders.

4.0 First Aiders/First Aid

Primary access to first aiders will be through the College Medical Room and the College Reception, with the use of radios and internal phone lines. First aiders will have the capacity to treat injuries and illnesses when and where, as the situation dictates.

The main duties of first aiders will be to administer immediate first aid to students, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

First aid must be provided to any person that we owe a duty of care to if they are injured or become ill while on College premises or involved in an off-site activity. First Aid provision must always be available while individuals are on the College premises, and off-site on College trips/visits.

Ivybridge Community College will endeavour to have appropriate and suitably qualified first aiders and adequate first aid operations to ensure assistance will be provided quickly to someone requiring Emergency First Aid.

First Aiders will receive a site-specific induction, to familiarise them with the local procedures, locations of first aid kits and equipment, how to use the telephone system to call for emergency assistance, how to reorder first aid supplies and to meet other first aiders.

Signage detailing lists of current first aiders and the locations of the nearest first aid kit and Automated External Defibrillators are in the main buildings throughout the College. First aiders will ensure that their first aid qualifications are kept up-to-date through liaison with the Medical Coordinator.

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

Senior member of staff responsible for this Policy: Darren Lockley

The College Medical Assistants will be responsible for first aid kits across the College being properly stocked and maintained.

Conditions

Ivybridge Community College will have the following conditions in place:

- The Operations Manager of the College will work with other designated staff to ensure strategic management of first aid provisions are appropriate. They will liaise with the Westcountry Schools Trust (WeST) Health and Safety Manager
- Escalation process will be in place for the varying levels of medical emergency, involving leadership where required, feeding in to the College Emergency Management Team
- Designated Medical Assistants maintain a Medical Room
- Designated first aid need provision is risk assessed, communicated, and delivered across the site
- A committee within the College meet to ensure effective communication of individual medical needs of staff and students
- Clear procedures to record and monitor first aid
- Suitably stocked first-aid containers at strategic locations around the College (First Aid Risk Assessment)
- An appointed person to take charge of first aid arrangements
- Qualified personnel to administer first aid as required, both on and off-site

Automated External Defibrillators (AEDs)

Although AEDs are designed to be used by untrained personnel, to comply with the general principles of 'The Provision and Use of Work Equipment Regulations 1998', and as an aid to increasing staff confidence and competence in using this equipment, first aid qualified staff will be trained in their use.

AED locations and cabinet codes are to be communicated to all staff.

AEDs will be inspected in line with manufacturer's instructions, and these inspections will be recorded. Consumable elements such as the batteries and pads must be replaced when expired or after each use according to manufacturer's guidelines.

AEDs are located at:

- Main Reception Car Park, by the gate entrance to the College
- Rear of the Community Sports building opposite the All Weather Pitch (external)
- On the corridor outside the Dining Room, opposite the Performance Hall

5.0 Emergency Procedures

Ivybridge Community College has their own separate procedures document on how to deal with accidents and illnesses, which follows these basic principles:

- If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- If called, a first aider will assess the situation and take charge of first aid administration.

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

Senior member of staff responsible for this Policy: Darren Lockley

- If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the casualty to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all casualties. The purpose of this is to keep the casualty alive and as comfortable as possible before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more casualties.
- Call an ambulance or a doctor, or if appropriate, after receiving a parent's clear instruction, take the casualty to a doctor or to a hospital. Moving the casualty to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the casualty(ies) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- Support any students who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable students may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to:

- the Principal
- the casualty's parents/carers
- emergency contact
- Employer (if contractor)
- Next of kin

In all instances of accidents, incidents and near-misses, staff will follow the procedures as outlined in the Accident and Incident Recording and Reporting Policy.

6.0 Reporting to Parents/Carers

The Medical Assistants or the Medical Coordinator will notify parents/carers of **any** accident or injury that occurs to their child at College or whilst on a College led activity which is work related. Where this is a minor injury, Ivybridge Community College may provide information to be taken home at the end of the day.

Teachers have a duty of care to report all accidents and near misses. The College's Operations Manager will ensure accidents and near misses are recorded and reported appropriately.

Head Injuries (Blow to the Head)

If any staff member or student suffers a blow to the head on the College site or on an off-site trip first aid will be administered and the injury will be cautiously assessed by the Medical Assistants or by a College first aider.

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

Senior member of staff responsible for this Policy: Darren Lockley

Once first aid has been administered, the College Medical Assistants or a first aider will contact the parents/carers or next of kin of the patient to inform them of the incident and give them appropriate advice on how to monitor the injury going forward, advise that the patient will need to be collected to be monitored and where to seek further medical attention if required.

If the blow to the head is assessed as a minor injury, the patient will be collected and medical advice will be given by a qualified first aider as guidance on the actions to take if symptoms worsen when the patient is collected. No staff or students will stay on-site after suffering a blow to the head.

If the head injury is severe staff will follow the process for Severe Accidents, Illness or Injury that would potentially require an ambulance as stated in this document.

Head Injuries (Abrasions)

Abrasions to the head will be dealt with by administering normal first aid practices and advice will be given to the parents/carers or next of kin on where to seek further medical attention if required, however, if safe to do so the student or staff may stay in College for the rest of the day.

All head injuries must be reported to the College Medical Assistants so that it can be recorded in the Medical Event Log.

In the event of a serious injury or an incident requiring emergency medical treatment, a member of staff will contact the students's parents/carers as soon as possible. A list of emergency contacts will be available on SIMS

Record Keeping

Minor Incidents

The College Medical Assistants will hold a Medical Event Log which contains details of all patients that have received minor incident treatment from the College First Aiders or the Medical Assistants on a day-to-day basis. These records must contain the date and time of the incident, student name and tutor, description of injury/issue and first aid actions taken and what happened immediately afterwards i.e. went back to class/resumed duties, went home, went to hospital, etc.

The Medical Event Log is documented and shared with relevant departments in the College, and is cross referenced against the accident reports uploaded to OSHENS.

Severe Incidents

All the below examples will be recorded via an Accident Form which can be obtained from the Staff Room Folder on Teams or via the Central Admin Team and then inputted onto the OSHENS on-line accident reporting system by a member of the Central Admin Team.

- All medical incidents that require a 999-emergency response
- Students or staff conveyed straight to hospital
- Has the potential to be a severe injury
- Any premises related incidents

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

Senior member of staff responsible for this Policy: Darren Lockley

In the first instance the first aider providing treatment will record the details. The first aider delivering first aid in an incident needs to ensure that an Accident Form is commenced prior to their return to other duties. This report may be completed by the first aider or in combination with other staff involved in the incident.

If a member of staff has provided the initial treatment, they will be asked for a full account of the incident, the first aider who took over the care of the patient will ensure these details are recorded.

The online reporting is managed and monitored by the Office Manager who uploads all accident reports to OSHENS, Devon County Council incident reporting platform.

All accident report forms are shared with Heads of Departments once received and digitalised to OSHENS by the Office Manager or delegated person(s). Head of Departments are responsible for carrying out post incident, injury, illness risk assessments, with actions from these risk assessments communicated and actioned to avoid repeating risk. Where property condition, wider health risks or environmental conditions are involved, these risk assessments must be shared with Human Resources.

All online accident forms are reviewed by the Operations Lead, with those of note escalated to the Trust Estates Team.

The aim is to reduce the overall incidents of accidents in College, by keeping accurate records indicating the most common injuries, times, locations, and activities enabling the Principal and Operations Lead to ensure the risk assessment is as accurate as possible highlighting areas to concentrate on and tailor first-aid provision.

The WeST Health and Safety Manager will have access to the First Aid Medical Event Log as per WeST Policy.

RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The following types are a reportable injury:

- The death of any person
- Over seven-day incapacitation of a worker
- Non-fatal accidents to non-workers who have to attend hospital (e.g. members of the public)
- Non-fatal accidents to workers and students who have to attend hospital

First aiders should be aware of what type of accident requires reporting to RIDDOR. If they believe it should be reported to RIDDOR the Operations Manager and the Principal should be informed.

RIDDOR reportable incidents can be found at the following address:

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

Specific information for schools is also available in the form of a PDF at the following address:

<https://www.hse.gov.uk/pubns/edis1.pdf>

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

Senior member of staff responsible for this Policy: Darren Lockley

On confirmation an incident needs reporting, WeST Health and Safety Manager and RIDDOR will be contacted.

7.0 Educational visits and off-site activities

Before undertaking any off-site visits or activities, the member of staff organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

8.0 Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual students have been given responsibility and permission by Ivybridge Community College for keeping such items on their person.

All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent/carer for safe disposal when they are no longer required, have expired or when the learner has left the College.

Parents/Carers are encouraged to provide an emergency supply of medication for learners with medical conditions that require regular medication or potentially lifesaving equipment, e.g., an Epi-Pen or inhaler.

Parents/Carers will advise the College when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis.

9.0 Illnesses

When a student becomes ill during the College day, the parents/carers should be contacted and asked to collect child up as soon as possible.

Wherever possible a quiet area should be set aside for withdrawal and for learners to rest while they wait for their parents/carers to pick them up. Students will be monitored during this time.

10.0 Consent

Parents/Carers will be asked to complete and sign a Medical Consent Form when their child enrolls at Ivybridge Community College, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency First Aid.

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

Senior member of staff responsible for this Policy: Darren Lockley

These forms will be updated periodically. It is the parent/carer's responsibility to ensure that they keep Ivybridge Community College updated with any change in contact information or emergency contact details.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith, while having the best interests of the students and colleagues in mind.

11.0 Responsibilities

The Employer

The Westcountry Schools Trust (WeST) is the employer for employees at Ivybridge Community College.

Health and Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In the College this includes responsibility for all teaching staff, non-teaching staff, students, and visitors (including contractors).

The employer is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA), for making sure the College has a Health and Safety Policy. This should include arrangements for first aid, based on a risk assessment of the College.

The Local Advisory Hub 3 (HAB3)

The HAB3 has responsibility for H&S matters within the college, at the local level in line with and underpinning WeST H&S policy. Ivybridge Community College has confirmed WeST insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Numbers of first aiders/appointed persons – The College will ensure that the minimum number of trained first aiders are available on site based on the First Aid Risk Assessment.

The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

The Headteacher

The Headteacher has overall responsibility for putting the WeST and HAB3's policy into practice and for developing detailed procedures.

The Operations Manager

Ivybridge Community College Health and Safety Leads such as the Operations Manager will have delegated responsibility for ensuring that the College has adequate and appropriate first aid equipment and facilities. They will liaise with the College Medical Coordinator to ensure that first aiders attend approved training and refresher training as necessary to maintain adequate qualified first aid cover and that the correct First Aid procedures are followed.

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

Senior member of staff responsible for this Policy: Darren Lockley

The Operations Manager will liaise with Heads of Department of higher risk departments; i.e. Science, Technology and Physical Education to ensure any subject-specific risks are accounted for and appropriate control measures are in place.

The Medical Coordinator is responsible for supporting the operations manager in putting the WeST and Ivybridge Community College First Aid Policy into practice and for developing detailed procedures.

This policy will be reviewed on a regular basis, more often if required but not less than annually, and any changes communicated to all members of staff.

Risk Assessment of First-Aid Needs

The Operations Manager and the Medical Coordinator will carry out an annual First Aid Risk Assessment for the College.

Staff must also consider students and potential risk to the vulnerable students that may have an Individual Healthcare Plan when carrying out their risk assessment.

The Operations Lead will liaise with the WeST Health and Safety Manager as per the schedule or if clarification is required.

Numbers of first aiders/appointed persons

The College has identified that the minimum number of trained first aiders available on-site based on the First Aid Risk Assessment is at least 33 nominated trained staff within College during a school teaching day (8.30am to 3.30pm) and at least two nominated trained members of staff within College during the non-teaching school day.

The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

Teachers and other School staff

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of the students at the College in the same way that parents/carers might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

Ivybridge Community College will arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. Ivybridge Community College will ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

Staff responsible for leading curriculum areas are responsible for the preparation of risk assessments for their areas.

The College will use CLEAPSS guidelines when drawing up risk assessments for Science, Design Technology and other specialist subject teaching areas.

<https://www.cleapss.org.uk/>

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

Senior member of staff responsible for this Policy: Darren Lockley

Training and Qualifications

The Medical Coordinator will keep a record of first aiders and certification dates and coordinate courses.

If a certificate expires, the individual will have to undertake another full course of training to become a first aider.

First Aid at Work Certificates and the Emergency First Aid at Work Certificates are only valid for three years. Refresher training and retesting of competence should be arranged before certificates expire.

Ivybridge Community College will ensure that all first aiders are trained by an appropriate trainer as per HSE Guidance L74.

12.0 First Aid Materials, Equipment

Medical Room

The College Medical Room is situated next to the Reception Office. The first aid supplies are held in secure cupboards. Student medication is held in the Medical Room but secured in a secure locker in a separate room with restricted access.

First Aid kits

The College has first aid kits located throughout the College site for immediate use when appropriate. First aid boxes as HSE minimum must include individually wrapped sterile plasters of assorted sizes, sterile eye pads, individually wrapped triangular bandages preferably sterile, large and medium-sized sterile bandages individually wrapped, unmedicated wound dressings and disposable gloves. Some first aid boxes across the College will be BS8599-1 compliant.

Hygiene/Infection Control

Ivybridge Community College will take proactive measures to prevent the spread of infections within the workplace.

Hand Hygiene: Suitable and sufficient facilities will be available at all wash basins as appropriate. To include but not limited to hot water, soap, hand towels or hand dryer.

Personal Protective Equipment (PPE): Where necessary, employees must use PPE provided by the company, such as masks, gloves, and gowns.

Cleaning and Disinfection: Ivybridge Community College's appointed cleaning contractor will maintain a regular cleaning schedule for common areas, surfaces, and equipment using appropriate disinfectants.

Promote Hygiene Awareness: We will promote hygiene awareness among employees and students to encourage them to follow best practices.

Provide Adequate Resources: We will provide the necessary resources, such as hygiene supplies, to support infection control efforts.

IVYBRIDGE COMMUNITY COLLEGE

FIRST AID POLICY

Senior member of staff responsible for this Policy: Darren Lockley

13.0 Monitoring, Evaluation and Review

Use of the Medical Event Log and Accident Reporting System supports Devon County Council, the Trust Health and Safety Corporate Office and the College representative to monitor for patterns.

Post incident investigations and risk assessments will in most circumstances be the responsibility of the Departmental Head or if required the local College representative.

14.0 Policy Review

This policy will be reviewed yearly or before if appropriate.