



# First Aid Policy

## Introduction

The English Language Centre has responsibility to provide a safe & healthy learning environment for all students and staff but especially for students under the age of 18 and vulnerable adults.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and students, 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

ELC 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:

### ELC Brighton

Simon Cummings  
Camilla Danelli  
Ali Passmore  
Fergus Kavanagh

### English in Chester

Mandy Peatfield  
Gabi Maraver

### ELC Eastbourne

Melinda Morgan  
Mark Hill  
Giuliana Bracciali

First aiders are recruited on the basis of personal qualities (e.g. reliability, ability to remain calm in an emergency), ease of accessibility, providing a balance of administration and teaching staff, and to ensure adequate coverage for on and off site activities.

## Medication

Although ELC 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.

The reason for this is that merely giving a paracetamol to an individual could be life threatening if the individual is allergic to it.

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 Reception, who will contact the local doctors' surgery.

## First Aid Provision

The first aid kits for both schools are in the following locations:

### ELC Brighton

Reception – 33 Palmeira Mansions  
The Academic Managers' Office – 33 Palmeira Mansions



## English in Chester

Main School Office – 9 Stanley Place

Main Office - Summer Course Campus (during course time).

## ELC Eastbourne

Reception – Trinity Trees

Lower Ground Floor Cupboard – Lismore Road

We also have a first aid kit located on the school minibuses (Brighton, Chester). First aid kits are available for excursions staff. In Brighton & Eastbourne it is the responsibility of the Buildings Manager to ensure that these are well stocked with the correct equipment and checked every 6 months. In Chester, the Administrative Manager is responsible for regularly checking and replenishing first aid boxes.

## Induction

All new staff and students are provided with relevant health & safety and first aid information during their induction at the school.

## Notices

First Aid notices are located in every classroom and public area in the school. This notice outlines the responsibilities of ELC staff and lists the names of staff who have been trained in first aid. Students are also given First Aid information in their student handbook.

## 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 commensurate 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 dialling 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 officer is responsible for contacting the employee or student's family. The Accommodation officer will also contact the student's host family.

Students aged 16 and 17 should be accompanied to a hospital or doctor's surgery by a member of staff or group leader. In the event that a **student under 16** needs to be transported to a hospital, the following procedure applies:

- Only vehicles insured to cover such transportation will be used.
- The student will sit in the back of the car.
- Where possible, two staff members will assist.
- Where possible the student's hosts will assist.
- Where a student is in a group, the group leader will assist.
- The staff member/s that assist will keep regular contact with the Designated Safeguarding staff in the school.



## **Bodily Fluids**

Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The following general actions must be taken by the person dealing with the spillage:

- Clear the area immediately and cordon off the spillage area.
- Spillage kits are kept in the main office with the first aid kit. If a spillage kit or container of absorbent powder is in the area use it taking care to follow the instructions on the container.
- Inform the Principal, Centre Manager or Academic Manager , giving details of what type and where the spillage occurred.
- Spillages should be cleared up by staff wearing protective clothing and/or gloves from the spillage kit, and the powder residue and PPE should be double bagged and placed in the outside waste bin.

## **Obtaining First Aid in Accommodation**

All homestay hosts are given information on how to access medical attention for their students. Hosts are also given the school emergency phone number. Students staying at all residences are also given information in their residence handbooks about medical provision and the school emergency number, in case they need assistance. The emergency phone holder can readily contact school first Aiders/Designated Safeguarding Staff 24/7.

## **Recording of incidents**

All incidents/dangerous occurrences must be logged in the accident logbook found in Reception.

The following details must be logged:

The name of the injured person, the type of injury, when it happened, how it happened, where it occurred, the name of the person dealing with the incident and the treatment given.

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



## Appendix 1 - First aid equipment - Recommended contents for a standard first aid box.

Guidance leaflet	Safety pins	Cleansing wipes
Sterile plasters	Medium wound dressing	Disposable gloves
Sterile eye pads	Large Wound dressing	
Triangular bandages		

These are recommended contents only. An assessment may conclude some additional materials or equipment would be useful, e.g. scissors, adhesive tape etc. These could be stored in the first-aid box, or alternatively in a separate box kept by the first-aider if this is more convenient. Basic equipment must always be available for use when required.

## Appendix 2 - Guidance on reporting injuries

The following accidents must be reported to the HSE if they injure either the school’s employees during an activity connected with work or self-employed people while working on the school premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing the work that would reasonably be expected of them for **more than seven days** (including as a result of physical violence).

You must keep a record of all reportable injuries, accidents and dangerous occurrences. In addition, employers with responsibilities under RIDDOR must keep a record of all over-three day injuries.

### Reporting and recording accidents to students and visitors

An accident that happens to pupils or visitors must be reported to the HSE if:

- the person involved is killed or is taken from the site of the accident to hospital; **and**
- the accident arises out of or in connection with work.

### ***How do you decide whether an accident “arises out of or in connection with work”?***

An accident must be reported to the HSE if it relates to:

- any school activity, both on or off the school premises
- the way a school activity has been organised and managed
- equipment, machinery or substances
- the design or construction of the premises.

For detailed information on your requirements under RIDDOR, visit the HSE website.

Links to other Policies and documents:

- Privacy Policy
- Health & Safety Policy
- Emergency Action Policy and Plan (available for each school)

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