



# 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

Janice Martin  
Simon Cummings  
Camilla Danelli  
Ali Passmore  
Fergus Kavanagh  
Monika Szkudlarek  
Megan Ennion

### ELC Eastbourne

Melinda Morgan  
William Orr  
Mark Hill  
Jay Rowley

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.



**The English  
Language Centre**  
BRIGHTON / EASTBOURNE

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33 Palmeira Mansions  
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ELC Eastbourne  
8 Trinity Trees  
Eastbourne BN21 3LD  
Tel: +44 1323 721759  
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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 Director's Office – 33 Palmeira Mansions

### **ELC Eastbourne**

Reception – Trinity Trees  
Lower Ground Floor Cupboard – Lismore Road

We also have a first aid kit located on the school minibus (ELC Brighton).

It is the responsibility of the Building's Manager to ensure that these are well stocked with the correct equipment and checked every 6 months.

## **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.

## **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.



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### **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.

**Reviewed: March 2019, Phil Hopkins, Chief Executive**