



First Aid Policy

Version 1

This policy applies only to Post-16 New Collaborative Learning Trust institutions.



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1.0 Introduction

- 1.1 The Health and Safety (First Aid) Regulations 1981 will be the specific responsibility of the Health and Safety Manager.
- 1.2 The Health and Safety (First Aid) Regulations 1981 provide guidelines to employers on how to make effective First Aid arrangements. New Collaborative Learning Trust (NCLT) seeks to follow these guidelines and institute a system of first aid cover for all Trust members, students and visitors.
- 1.3 The Trust's First Aid provision is designed to provide assistance for the purpose of saving life and minimising the consequences of injury or illness until professional medical help is obtained and for the treatment of minor injuries that do not need professional medical treatment.
- 1.4 The Trust will make available appropriate first aid services for all staff, students and visitors on a daily basis throughout the working day.

2.0 The First Aid Team

- 2.1 NCLT First Aid Services will be delivered at each site by a team of support staff who are properly trained and accredited, in accordance with the Health and Safety (First Aid) Regulations 1981, and who will be available on call. A rota is in place at each site with Duty First Aiders available for response throughout the core site opening hours.
- 2.2 A Duty First Aider will be available during their scheduled rota periods. Additional first aiders will be on call if further assistance is required.
- 2.3 A Duty First Aider should be available for all sessions and must inform Reception when away from college.
- 2.4 Additional support can be requested by first aiders via Reception when required. Duty First Aiders must not leave the site during their period of duty without making appropriate cover arrangements with another member of the First Aid Team.
- 2.5 It is the responsibility of the Duty First Aider to arrange for cover if they are unable to cover their rota period or any part of it, such as planned absence, lunch times, during important meetings, etc. Reception and first aid staff should check the daily absence list for unplanned absences amongst the team at that site which must be covered by the Reserve First Aiders. If there is a temporary change it is the responsibility of the Duty First Aider to inform Reception of the change so the right person can be contacted.
- 2.6 Members of the First Aid Team are responsible for completion of any relevant documentation and liaising with Reception staff who update central records.
- 2.7 Continued Professional Development will be offered to designated first aiders and basic first aiders for upgrading and improving their skills and expertise. The First Aid

Team shall have meetings as required, when there will be the opportunity to discuss first aid provision and update first aid knowledge.

3.0 First Aid Facilities

3.1 Our colleges provide first aid facilities in the form of:

- An appropriately equipped First Aid Room. All designated first aiders have a key for access and further keys are available at Reception.
- All designated first aiders have available an individual, portable, rapid response first aid kit. Each designated first aider has to check that their individual portable kit is sufficiently stocked, replacement items can be requested via the Health and Safety email address. Other first aid boxes are appropriately placed around the site in practical areas only. These are clearly identified (white cross on green background in accordance with Safety Sign Regulations 1980) and are in readily accessible positions. The Site Team Lead is responsible for the replenishment of supplies and additional stock can be requested via the Health and Safety email address. No tablets or medicines will be kept in the boxes. Supplies shall be kept in accordance with L74: First Aid at Work, Approved Code of Practice.
- Travelling first aid kits. These are for use during trips and visits, including sports fixtures and outdoor activities. These are available from the Health and Safety Office or Reception. Staff using travelling first aid kits should ensure they are properly stocked before use. Additional stocks can be requested via the Health and Safety email address.

4.0 Responsible Persons

- 4.1 Initial and refresher training will be provided for staff to enable the appropriate number of designated First Aiders to be maintained on the college's First Aid Rota.
- 4.2 The Health and Safety Officer has responsibility to keep and update records of first aid training.

5.0 First Aid/Accident/Incident Procedures

- 5.1 Any accident/incident must be brought to the attention of a First Aider or staff member. First Aid help may be summoned by contacting any member of staff or by telephoning Reception.
- 5.2 Following the administering of First Aid all nominated persons must complete an NCLT Incident Form and forward to Reception. Accident causes must be eliminated immediately by the supervising person/line manager. The Health and Safety Officer will carry out further investigation where required, and if necessary, inform senior managers. Dangerous occurrences, lost time accidents (over 7 days), major injuries and diseases are notified to the Enforcing Authority as described in Reporting of Injuries, Diseases

and Dangerous Occurrences regulations (RIDDOR) 1995 by the Health and Safety Manager.

- 5.3 Students provide contact details in the event of emergency. If it is deemed that a student should not remain on site and they cannot be collected then a taxi can be called. If students live within walking distance, and it is safe to do so, they can walk home if agreed by the contact. If a student has a serious illness or injury an ambulance will be called. If it is not life threatening but hospital services are required, it will be the responsibility of the parent/guardian to arrange transport. Contact will be made with the parent/guardian in either case.
- 5.4 In the case of emergency evacuation first aiders must take their first aid boxes and report to the Evacuation Co-ordinator.

Policy Status			
Policy Lead (Title)	Trust Health and Safety Manager	Review Period	Annually
Reviewed By	Trust Executive Team/ Board of Directors	Equality Impact Assessment Completed (Y/N)	N

POLICY AMENDMENTS					
Version	Approval Date	Page No./Paragraph No.	Amendment	Audience	Plan for Communicating Amendments
Version 1	TET 04/05/2021 BoD 17/05/2021	N/A	Document split from single H&S Policy document.	All NCLT College stakeholders including staff, students, parents and visitors	Uploaded onto Moodle and the NCLT website. Staff notified via email from Health and Safety Manager
		N/A	Reformatted so font and layout conform to NCLT approved Policy document guidance.		
		Page 3 Paragraph 2.7	Changes Training Opportunities to Continued Professional Development		
		Page 3 Paragraph 2.5	Changed Human Resources will inform to Reception and First Aid Staff should check the daily absence list for		