



# LEEDS LANGUAGE COLLEGE FIRST AID POLICY

## IT IS COLLEGE POLICY THAT:

- There are sufficient number of trained personnel, equipment and information available to ensure that someone competent in basic first aid techniques can rapidly attend an incident during normal working hours on college premises.
- A first aid kit is available for staff and students at Reception.
- All students and staff are given an emergency college number to call 24 hours a day, 7 days a week, in case of emergencies, accidents and incidents.
- Staff and students are briefed on health and safety risks during college trips and outings.
- Signs informing students and staff of First Aid and Health and Safety procedures are posted in each classroom and common areas in the college premises.

### RESPONSIBILITIES UNDER THE POLICY

#### **The Principal is responsible for:**

- Ensuring that key staff are adequately trained in health and safety procedures,
- Updating the college's policies,
- Purchasing supplies for the first aid kit,
- Taking main responsibility for the college emergency telephone number,
- Checking that the premises meet health and safety norms and standards,
- Liaising with external organizations responsible for health and safety and the landlord of the building,
- Liaising with accommodation providers and hall of residence to ensure they meet health and safety standards,
- Carrying out a daily inspection of the premises for the purposes of infection control and general health and safety.
- Telephoning the emergency services when an accident or illness has occurred,

#### **The Vice Principal/ Director of Studies and the Academic Executive are the college 'First Aid Officers or Appointed Persons and are responsible for:**

- Briefing teachers about health and safety,
- Ensuring that risk assessments are filled in for activities and outings,
- Administering first aid in cases of injury/illness at the college,
- Writing up incidents and accidents reports,

- Informing the Principal and Administration team when an incident or accident has occurred.
- Liaising with leisure activity venues, tour guides and venue representatives to ensure that students will have access to emergency assistance and first aid during organized trips and outings.
- Nominating leisure activity supervisors who will take charge in emergencies during college trips and outings and call the emergency services and the college in the event of an accident or incident,
- Carrying out inspections of the premises for the purposes of infection control and general health and safety.
- Contacting the emergency services when an accident or illness has occurred,

**The Administration Manager is the college 'First Aid Officer and Appointed Person' and is responsible for the following:**

**A. In the Principal's, Vice Principal's and Director of Studies' or Academic Executive's absence;**

- Briefing teachers about health and safety,
- Ensuring that risk assessments are filled in for activities and outings,
- Administering first aid in cases of injury/illness at the college,
- Writing up incidents and accidents reports,
- Informing the Principal and Administration team when an incident or accident has occurred.
- Liaising with leisure activity venues, tour guides and venue representatives to ensure that students will have access to emergency assistance and first aid during organized trips and outings.
- Nominating leisure activity supervisors who will take charge in emergencies during college trips and outings and call the emergency services and the college in the event of an accident or incident,
- Carrying out inspections of the premises for the purposes of infection control and general health and safety.
- Contacting the emergency services when an accident or illness has occurred,

**B. At all times at the college;**

- Briefing students and colleagues about the college's health and safety policies,
- Informing students and staff about the location of the first aid kit,
- Administering first aid in cases of injury/illness at the college,
- Informing the Principal and Director Of Studies of any injuries, accidents and illnesses at the college,
- Informing the Principal and Director of Studies when first aid supplies need to be replenished,
- Telephoning the emergency services when an accident or illness has occurred,
- Informing students how to access medical assistance in Leeds,

- Liaising with homestay providers to ensure that students are provided with assistance in emergencies,
- Informing students' next of kin if an accident, incident or illness has occurred,
- Carrying out a daily inspection of the premises for the purposes of infection control and general health and safety.

**Teachers, Administrators and Interns are responsible for:**

- Briefing students and colleagues about the college's health and safety policies,
- Informing the college of any broken equipment or furnishings which could potentially cause injury or harm to the staff and students in their classrooms or anywhere on the college premises,
- Maintaining the classrooms and premises in a safe, tidy and hygienic state by removing or tidying any items, wires, waste, furnishings or equipment which could cause injury or ill-health to staff or students,
- Carrying out a daily inspection of their classrooms and the staff room for the purposes of infection control and general health and safety,
- Writing up risk assessments for all college trips and outings,
- Instructing students to go to Reception if they are injured and immediately informing Reception, the Director of Studies or Principal if a student or colleague is unwell or has sustained an injury,
- Accompanying students to reception if they are unwell or injured,
- Instructing students to sit down and summoning assistance if a student is too unwell to walk to Reception by himself/herself,
- Removing students from a classroom if there has been a spillage of blood, discharge of waste, urine, vomit, chemical contamination or if someone loses consciousness,
- Ensuring first aid and health and safety signs are visible in each classroom,
- Identifying themselves as teachers, taking charge of student welfare and taking responsible action if an accident or incident has occurred at the college or during college trips and outings.
- Assisting students in communicating with the police, ambulance or other emergency service crews.
- Telephoning emergency services (ambulance, the police etc.) when an accident or other emergency has occurred.

**A standard college First Aid kit will contain the following items:-**

- 1 leaflet giving guidance on first aid.
- 20 assorted adhesive plasters (blue for catering areas).
- 4 triangular bandages.
- 2 sterile eye pads.
- 6 safety pins.
- 6 medium wound dressings.
- 2 large wound dressings.

- 3 extra large wound dressings.
- 2 pairs disposable gloves (blue nitrile – non powdered, not latex).
- 10 non-alcohol based cleansing wipes.Doc/HS/08/05
- 7 Accident/Incident/Near Miss Reporting Forms.
- First Aid Administered Forms.
- Several small yellow Clinical Waste Bags.
- Cleaning materials.
- Additional/Spare bandages and dressings.
- Resuscitation mask.

1. Consideration should be given to providing scissors, non-adhesive dressings, adhesive tape, etc.
2. All contaminated or used items should be disposed of in yellow clinical waste bags. Sharp items should be disposed of in boxes.
3. Staff should wear sterile gloves when administering First Aid.
4. Contaminated areas and rooms (spillage of body fluids, blood, urine etc.) should be sealed off and not used until they have been cleaned.
5. Where a chemical or toxic contamination has take place, students should be removed from the premises in the same manner as during a Fire Drill.
6. All staff are covered by Employer’s Insurance.

V.1/2018