



FIRST AID POLICY

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Brighton Forward is committed to reviewing its policies and good practice annually.

This policy was revised on 2nd April 2025

Introduction

Educational establishments must provide first aid for staff, students and visitors. Contractors who work on site must provide their own first aid. First aid must be available at all times when people are on site, and to groups who are doing off-site activities or are otherwise in the establishment's duty of care.

First Aid Personnel

At Brighton Forward our staff undergo training in Emergency First Aid at Work (EFAW) and successfully complete an approved one day course in first aid delivered by an HSE approved training provider. Certificates are valid for three years. The training includes basic life support.

Refresher Training

Although certificates are valid for three years, the Health and Safety Executive strongly recommends that first aid providers receive annual refresher training.

Number of First Aiders

The number of qualified first aiders necessary for an educational establishment will depend upon the size and layout of the premises, the number of people it accommodates, and the nature of the activities carried out. There must be a sufficient number of first aiders, strategically located to ensure that assistance will be provided quickly in an emergency. The number must also be sufficient to ensure provision will be maintained during foreseeable absences such as sickness, and to accommodate educational visits and sporting fixtures. First aid duties can be shared between qualified staff, provided the appropriate level of provision is maintained.

There must be a minimum of one person qualified for emergency first aid at work available at all times when there is a duty of care towards occupants.

Contacting First Aiders

All staff must know how to summon a first aider in an emergency. A list of First Aiders should be displayed in every room and the procedure included in staff and volunteer induction training and student safety briefings. Unaccompanied visitors will also need to be informed when they sign in.

Off-site Activities

Students who require emergency medication must be accompanied by a qualified member of staff with basic life support qualification who can administer the medication.

Carrying Out a Risk Assessment

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 our premises or involved in an off-site activity. There will be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that immediate assistance will be provided to casualties, and an ambulance will be summoned when appropriate.

Appropriate Practice

First Aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or making an emergency call to summon an ambulance. In non-urgent situations, where the guidance contained

in the First Aid Manual is insufficient, they can also contact NHS Direct. Urgent treatment should not be delayed in order to consult with parents or carers.

Indemnity

Employees who hold a valid first aid qualification are indemnified by the college's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment, and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

Calling the Emergency Services - as stated in Supporting pupils at school with medical conditions (December 2015)

Where a young person has an individual healthcare plan, this should clearly define what constitutes as an emergency and explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures.

If a student needs to be taken to hospital, staff should stay with the student until the parent arrives or accompany the student in the ambulance to the hospital.

Accidents / Incidents

All accidents / incidents must be recorded in college. Serious injuries to staff, students or visitors must be reported using the college reporting system and professional agencies contacted if appropriate.

Students with Medical Conditions

First aiders will need to be informed if a student with a medical condition is likely to need special emergency treatment. They must follow the student's Care Plan, which must be available to first aiders and a copy should be provided to any medical practitioner providing emergency medical treatment to such student.

Epilepsy All seizures will be timed and recorded. Buccal midazolam will be administered by suitably qualified members of staff when required. A student's Care Plan will be followed, and all post seizure protocol adhered to.

Diabetes If required, staff will support the student to read their levels and input the foods to be eaten at snack or lunch in their app. Where the support is required, staff will record the date, time and number of units the student has self-administered. In cases of high or low readings a phone call home will be made. The student's Care Plan will be followed.

EpiPens Staff working with students who have allergies that can cause anaphylaxis should be trained in the use of EpiPens and they are accountable for updating their training annually. Students requiring an EpiPen must carry one with them at all times. Spare EpiPens may be stored in the locked First Aid Cabinet. Regular checks are to be done to ensure they are in date.

Asthmatics

All students who are asthmatic must always carry their inhaler with them. A spare inhaler may be stored in the medical cabinet for emergency use. Staff will receive training on asthma management and emergency procedures. Parents are encouraged to ensure that inhalers are regularly checked for expiration.

Medicines

The College is not responsible for the administration of medicines unless it is necessary to avoid a condition becoming worse or life threatening. Students who take medication will be responsible for keeping their medication safe and in date. Only with prior agreement with families will staff supervise students to ensure they have taken their medication at the appropriate times.

Paracetamol

Paracetamol can only be administered to students if the parent/carer has signed the appropriate section on the application form giving consent. A phone call home must be made before administering paracetamol to ensure that there is the required level of time between dosages and inform the parent/carer that they are going to be given paracetamol. The member of staff giving the paracetamol must complete the First Aid form in the shared staff file. Any member of staff can administer paracetamol.

Antihistamine

Students can only be administered antihistamine if the parent/carer has signed the appropriate section on the application form stating they give permission to do so. A phone call home must be made before administering antihistamine to ensure that there is the required level of time between dosages and inform the parent/carer that they are going to be given antihistamine. The member of staff administering it must complete the First Aid form in the shared staff file stating date, time and dosage given. Any member of staff can administer antihistamine.

First Aid Cabinet

Only emergency medicines will be stored in the locked First Aid Cabinet, along with Care Plans. Medicines will be regularly checked to ensure they are in date. All medicines will be given to the student to return home at the end of the academic year.

First Aid Materials, Equipment and Facilities

There must be an adequate level of first aid materials, equipment and facilities in every establishment, to ensure that an injured person can be treated quickly in an emergency. The number and content of first aid kits will depend upon risk assessment.

First Aid Kits

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises, and one or more kits to be taken on off-site visits. High-risk areas such as kitchens and workshops should have their own first aid kits. Very large or split site establishments will need sufficient kits to ensure they are readily available across the entire site.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background.

There are no particular items that must be kept in a first aid kit, but as a guide there should always be at least:

- several pairs of disposable gloves
- 10 individually wrapped sterile adhesive dressings (assorted sizes and blue ones for food technology or kitchen areas)
- 2 sterile pads
- 4 individually wrapped sterile triangular bandages

- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm).

If tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. These have a limited shelf life and need to be replaced periodically.

Where soap and water are not available, individually wrapped moist cleaning wipes must be provided. If scissors are put into the first aid box, they must be blunt-ended. Disposable aprons and waste bags must be kept near the first aid kit. Antiseptic creams, lotions, or any type of medication or drug are not kept in a first aid kit.

The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit. The minimum requirements for a day off-site visit should be an easily transportable first aid kit containing:

- 1 x large sterile unmedicated wound dressing
- 3 x Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves
- Face shield
- Small, Medium and Large Plasters
- Small eye liquid
- Ice Packs
- Wet wipes

If scissors are put into a first aid kit, they must be blunt-ended. **Antiseptic creams, lotions, or any type of medication or drug are not kept in a first aid kit.**

First Aid qualified staff are responsible of ensuring that the first aid kits are stocked up and materials in date in their designated area, as per the First Aider list.

Minibuses

All minibuses will carry a first aid kit.