



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

FIRST AID POLICY

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Authorised by: Wayne Marshall Date: 21 st July 2016	Signature: <i>Wayne Marshall</i>

FIRST AID POLICY

In the case of a medical emergency, go to the Principal's office at Regent Street or the reception area in No. 13 Station Road (notice displayed), which are open 8.00 A.M. – 6.00 P.M. daily (at Regent Street and 8 AM - 5 PM at Station Road) Monday – Friday.

The first aider will then take the patient to First Aid Room or convenient location for treatment if appropriate. The first aider will deal with small cuts and grazes, will complete an eye wash if deemed appropriate due to the degree of the contamination, deal with sprains and where applicable address and assist with breakages and collapses all other injuries are deemed to require hospital treatment and an ambulance will need to be called.

It is imperative that the first aider should wear protective gloves to deal with an incident as soon as it is practicable to do so.

The Accident Report Book is kept in the Principal's office and staff room at Regent Street and in the reception area of No. 13 Station Road. This must be completed by the First Aider or Teacher and signed.

The Principal and Health and Safety Officer is to be kept informed of up-to-date situations in order that follow-up details may be entered in the Accident Report Book and/or Student File.

The Principal is responsible for contacting the next of kin if necessary.

The Principal is to be kept informed at all times.

If at any time the College Registrar or another employee of the college is made aware of a student's health issues or illnesses they will need to inform the Principal who will place a note on the student's file and inform all interested parties, e.g. teachers, house wardens, host families etc.

The passing of this sensitive information will be carried out using confidential notices to those concerned.

On completion of any treatment / incident the gloves used and any other bodily fluids should be moved into the hazardous waste bags, which are kept next to the first aid kit in reception. These will then be removed to a safe location and disposed of.

The first aiders for the college are:

Regent Street:

Andrew Riches
Richard Bradley
Ros Burgess

Station Road:

Hanna Claydon
Kate O'Toole
Andy Riches
John Mullins

Reviewed:

September 2008, 2009, 2010, 2011, 2012, 2013, June 2014, July 2015, August 2015 and July 2016.

Review Date: 1st August 2017.