


First Aid Policy



ST ANDREW'S COLLEGE POLICY DOCUMENT	
Issue No.: 02	Document Number: STAN: 0102007
Issue Date: 11 th October 2011	Originator: Wayne Marshall
Version: 15	Responsibility: Head of Boarding and Pastoral Care
Reason for version change: staff changes	Dated: 1/7/21
Authorised by: Wayne Marshall Date: 1/7/21	Signature 

This policy should be read in conjunction with the following policies:

Boarding House – Care of Boarders Who Are Unwell
Care of Students with Medical Conditions
Emergency Procedure
Managing Medication
Medical Emergency
Health & Safety

In the case of a minor medical incident or accident, 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. If the incident occurs in a hall of residence, use a convenient and comfortable room in the residence.

The first aider will then take the patient to the Sick 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. **Details of what constitutes a medical emergency and the procedure to follow can be found in the Medical Emergency policy.**

First Aid kits are kept in the Sick Room at 13 Station Road, the Principal's Office in Regent Street, and in each hall of residence.

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.

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 in reception at Station Road, in the Principal's Office at Regent Street, and in each hall of residence. These will then be removed to a safe location and disposed of by the maintenance team.

The Accident Report Books are kept in the Principal's office and staff room at Regent Street and in the reception area of No. 13 Station Road and in each hall of residence. This must be completed by the First Aider or witness to the original incident, and signed.

First Aid Policy



The Principal 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 must be kept informed at all times.

If at any time the College Admissions Manager or another employee of the college is made aware of a student's health issues or illnesses they 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. Please consult the Care of Students with Medical Conditions policy for further details.

The first aiders for the college are shown on the notices in the buildings which are updated as and when required. Sufficient numbers of first aiders must be trained so that a qualified member of staff is present at each site when students are present.

Reviewed:

September 2008, 2009, 2010, 2011, 2012, 2013, June 2014, July 2015, August 2015, July 2017, July 2017, June 2018, August 2019, August 2020, July 2021

Review Date: July 2022.