

## FIRST AID POLICY

### Aims:

LanguageUK will ensure that in the event of any illness, accident or injury adequate safe and effective first aid is provided for every student, member of staff and visitor.

It is a mandatory requirement of LanguageUK that all staff members are fully conversant with this policy and any failure to observe this policy may result in disciplinary action.

LanguageUK recognises the importance of First Aid in saving lives and preventing minor injuries becoming major ones.

LanguageUK provide the following:

- A suitably stocked first-aid container in all school locations where staff and students are permanently located.
- 4 travelling first-aid containers to be carried to locations where staff and students are temporarily located.
- One member of staff to take charge of first aid arrangements.
- Information for employees on first-aid arrangements.
- To appoint and train 4 First-Aiders who will have:
  - Completed an (HSE) approved training course.
  - be responsible for giving immediate help to casualties with common injuries or illnesses.
- Where necessary, ensure that an ambulance or other professional medical help is called.
- Maintain readily accessible accident records for 3 years, as required by law. These will include the date, time and place of the incident; what first aid was given; what happened to the person immediately after the incident and, the name and signature of the First-Aider or person dealing with the incident.

### Under-18s:

- LanguageUK obtain written consent forms in advance to allow our first aiders to administer first aid to our U18's. This consent is outlined in the parental consent form that we ask all U18's parents/guardians to complete before the students arrive.
- The accommodation welfare officer is kept informed of up-to-date situations in order
- that follow-up details may be entered in the Accident Report Book.
- The managing director is responsible for contacting the next of kin if necessary.
- If it is considered that another member of LanguageUK staff (perhaps one who speaks a particular language) is the best person to do this, that person will perform this task.
- The welfare officer is to be kept informed always.
- Where a student makes a member of staff aware of a health issues or illness, they must inform Student Services, which will place a note on the student's file and inform all interested parties, on a need to know basis.
- This sensitive information will be passed using confidential notices only to those concerned.
- General points regarding first aid include:
  - The school will always have at least four full-time members of staff who hold a current and valid First Aid Certificate.
  - At least one of the above First Aiders will be present on site while the school is open (08:30-17.00).

- At least one of the above First Aiders will be male, and at least one will be female. Cultural factors will, where possible, be considered when an incident occurs.

### **Current first aid-trained staff (First Aiders):**

The staff members who currently hold a valid Emergency First Aid at Work certificate are:

- Verity Sessions
- Sue Marsh
- Melanie Noden
- Ken Pickett

List of other staff

### **First Aid Box:**

The First Aid box is marked with a white cross on a green background, can be found in the Kitchen.

### **First aid immediate action:**

If an accident occurs, what would you do?

- Check your own safety! You are of no use if you become a second casualty.
- Use protective clothing and equipment where necessary.
- Casualties should be seated or reclined when being treated, as appropriate.
- Keep calm. Assess the situation. Reassure the casualty. Speaking calmly to the casualty establishes consciousness and may provide useful information about the accident and assist in eliminating continuing danger.
- If immediate danger threatens, remove the casualty carefully to a safe place without endangering yourself.
- If the person's clothing is on fire, roll the casualty on the ground in a coat or fire blanket, etc.
- Seek immediate help from a qualified first aider if the injuries appear serious.
- Delegate a person nearby to call an ambulance, if one is required, by dialing 999.

### **Replenishment of First Aid Box:**

A nominated First Aider is responsible for the correct and timely replenishment of all first aid Boxes/kits (including those for the summer school and outside activities).

The First Aider currently nominated to perform this role is Verity Sessions.

**All staff who are taking out students on any activities must take a travel first aid kit bag from student services for every trip.**

### **The nearest Emergency and Casualty Departments are at:**

Queen Elizabeth The Queen Mother Hospital

St Peter's Rd, Margate CT9 4AN

01843 225544

### **Minor injuries unit**

Victoria Hospital Deal

Victoria Hospital, London Road, Deal, Kent, CT14 9UA

01304 865400

Conditions that can be treated include:

- sprains and strains
- suspected broken limbs
- minor head injuries
- cuts and grazes

- bites and stings
- minor scalds and burns
- ear and throat infections
- eye problems
- emergency contraception



**NHS**  
South East Coast  
Ambulance Service  
NHS Foundation Trust



	Grazed knee. Sore throat. Hungover. Cough.	<b>Self-care</b>
	Diarrhoea. Runny nose. Painful cough. Headache.	<b>Pharmacy</b>
	Unwell? Unsure? GP surgery closed? Need help?	<b>NHS 111</b>
	Vomiting. Ear pain. Stomach ache. Back ache.	<b>GP Surgery</b>
	Choking. Chest pain. Blacking out. Blood loss.	<b>A&amp;E or 999</b> Emergencies only

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