



# Harrow House & Oldfeld First Aid Policy



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Parties Responsible: Welfare and Management team.

Linked policies: Safeguarding, Health & Safety, Data Protection, Ambulance Call Out, Cleaning Spillages, Medicine, Self Medication and Risk Assessment, Code of Behaviour, Equal Opportunities

## General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought.

## The legal position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these regulations, our assessment has considered a number of factors, including the following:

- size of the business
- type of business
- building layout
- past history of accidents
- proximity of business location to emergency medical services
- First aid cover in times of sickness or annual leave.

## First Aiders

There are two qualified first aiders:

The Matron

Paul Yerby

The first aiders are responsible for administering First Aid at Work in accordance with their training. Matron is responsible for checking and ordering supplies for the first aid kits.

A number of staff members have undertaken an emergency first aid at work training course and are referred to as appointed first aiders. In the absence of a first aider an appointed first aider is only able to act within the limits of their training.

## First Aid Kits

First aid kits are located in Matron's Office, the Gym, Maintenance office, Kitchen, Lookout Lounge, Academic office, Reception, Main office, Residential office, cleaning department and also in the two minibuses.

Ice is available at all times from Matron's Office and also the Residential Office

An AED is located in the lobby.

## Accident Book

The accident book, for recording of accidents on site is in the Main Office.

## Blood and spillages

The first aiders will wear appropriate protection while dealing with blood or other bodily fluids (non-latex gloves protective gloves).

**Medical records**

All paper medical records are kept for 1 year. Electronic data will be kept for longer as this is stored in Class. First aiders will ask individuals for details of any allergies etc before administering any first aid. Matron will hand over any medical issues to first aiders/Duty Staff when covering the evening/night sessions.