

First Aid Policy

Primary person responsible for updates to this policy: Head of College

Last review date: August 2026

Next review date: June 2027

Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

‘Parents’ refers to parents, houseparents, home-stay parents, guardians and carers.

First Aid Policy

The college has a first aid policy in operation to ensure that all students, staff and visitors are dealt with in a timely and safe manner in the event of an accident or emergency. All staff are made aware of the first aid procedures on arrival at the college. The college has a team of named, qualified first-aiders who can be summoned by contacting the college reception.

List of First Aiders

Legal Forename	Legal Surname	Training Course Title	Renewal Date
Lydia	Hood	Emergency First Aid at Work	10 January 2027
Peter	Woad	Emergency First Aid at Work	23 June 2027
Claire	Rigby	Emergency First Aid at Work	29 October 2028
Laura	Cronin	Emergency First Aid at Work	09 November 2028
Jonathan	Syson	Emergency First Aid at Work	09 November 2028
Duncan	Palfreyman	Emergency First Aid at Work	08 December 2028

Clydesdale House:

Legal Forename	Legal Surname	Training Course Title	Renewal Date
Jade	Moran	Emergency First Aid at Work	18 January 2027
Alex	Deetlefs	Emergency First Aid at Work	26 March 2027
Emma	Deetlefs	Emergency First Aid at Work	9 April 2028
Leigh	Phipson	Emergency First Aid at Work	30 April 2028
Imelda	Gallagher	Emergency First Aid at Work	21 January 2029

All First Aid Certificates are valid for three years after which staff must re-train and attend a First Aid course.

There is always a first aid trained person in the college building/Clydesdale house when students are in either of these buildings.

Location of first aid boxes

The Learning Centre	Basement
Reception	Ground Floor
Science Laboratory	1 st Floor
Learning Support & Maths	2 nd Floor
Faculty Office	
Staff Room	3rd Floor
Art Room	4th Floor
Science Prep Room	5th Floor

Clydesdale House Each floor Kitchen area's and Medical Room

In addition there are three green sport first aid kits for use on trips outside of college.

The contents are checked and re-stocked every three months in College and once a month in Boarding accommodation as they are available for students to use if and when they are needed.

Use of first aid boxes and administration of emergency medication

Plasters may only be used after ensuring that there is no history of allergy to plasters. If it should be needed in the college day, prescribed medication, labelled with the student's details, is kept in a locked cabinet in the medical room. A suitably trained staff may administer prescribed medication in an emergency situation; for example an asthma inhaler in the event of an asthma attack or an Adrenaline Auto Injectors (AAI's) device in the event of a severe allergic reaction. Log sheets to be completed at each emergency use and parents updated.

Accidents

In the event of an accident or emergency:

1. A first aider will be called to assess the casualty and decide the appropriate course of action. A casualty should never be moved until they have been assessed by the first aider unless they are in immediate danger.
2. An ambulance should be called immediately by dialling 999 if the condition is serious (broken bones, epi-pen use, epilepsy, asthma attack etc.). A member of staff will accompany the student to the hospital. The parent or guardian will be informed of the situation by telephone as soon as possible (see RIDDOR in Schools-sheet Number 1 appendix).
3. All accidents should be recorded as soon as possible in the accident book by the staff member who witnessed the accident, or the staff member who first became aware of the accident. The accident book is located in the medical room on the ground floor. For GDPR this log will be given to Laura Cronin HR for safe filing. A photocopy of the completed accident form will be given to the student.
4. Serious accidents will be reported to the Head of Year, parents, Senior Houseparent (for Clydesdale House) and Host Family Co-ordinator (for Homestay students) and the Head of College.
5. A member of the Health and Safety committee will report serious incidents to RIDDOR (Reporting of Injuries and Dangerous Occurrences) by contacting 0845 300 9923

When dealing with casualties, protective gloves, aprons or eye/mouth protection should be used to prevent cross-infection, cuts or wounds must be covered. Any materials which may have been contaminated with body fluids should be cleared away hygienically using the bodily fluids kit and disposed of in a yellow bag provided within the biochemical kit.

At Clydesdale House the Houseparent should record any accidents in the accident book which is kept on the premises.

Minor Injuries

In the event of a minor injury, students can be directed to the medical room for assessment and treatment as needed; however students should be accompanied by a member of staff or another student.

In Clydesdale House, students should seek support from the Houseparent.

Feeling unwell

If a student feels unwell and asks to go home, they should be sent to the front office, where relevant staff on duty will assess. If appropriate, authorisation will be given for them to sign out, having first spoken to a parent/guardian or Houseparent where possible.

Compulsory School Age students must not be allowed to go home until a parent/guardian has been contacted. If possible, the parent/guardian should collect the student. Students waiting to be collected should wait in the medical room or remain in Student Services where they will be supervised until collected.

In the case of Clydesdale House students, the Houseparent will assess if the student requires a G.P appointment or assessment at the Urgent Care Centre. In some cases the Houseparent will accompany the student.

Existing medical conditions

Existing medical conditions which may need emergency first aid treatment include the following: allergies, asthma, epilepsy and diabetes. It is the responsibility of parents/guardians to inform the college of any existing medical conditions (including details of any medication) which may impact on the student at college. The information is requested on the initial college application form and again on the Personal Information form which is completed at induction. This information is held securely on the college SIMS system. Confidential medical issues are kept by SLT and shared with selected staff on a "need to know" basis. Any training issues that may arise from medical conditions are undertaken in Continuing Professional Development time.

Medical policy for Boarders

The college acknowledges that students may need to take medication on a short or long term basis depending on their needs.

Those students with specific medical needs are identified prior to admission on completion of Enrolment form. Parents should provide full information about their son/daughter's medical needs including details on medication needed.

A further check is made by requesting Medical information on the Personal Information form completed at induction.

Parents/guardians are also able to give any confidential information separately by letter to the Head of College.

Parental written consent to the prescribing or administration of medicines by appropriately trained staff is obtained prior to admission to the college. (See Appendix 7 of Handbook for U16 Students in Homestay)

All medical information is held securely on the college SIMS system.

Hosts have a duty to register their students with a local GP within two weeks of commencing their course.

Risk Assessed Students are able to take responsibility to manage their own prescribed medicines. They should be kept securely in a locked facility at home and should only be

brought into college if necessary. Medicines which have to be brought into college will be kept in the locked wall mounted medicine cabinet situated in the Medical Room.

Please also refer to Administration of Medicine Policy and Procedures: [ADC Policy Portal - Policies - ACM Policies - All Documents](#)

Asthma

This is a common allergic airways disease in which the air passages constrict making breathing difficult. Signs include coughing, wheezing, breathlessness and difficulty speaking. All students are advised to carry their reliever inhalers with them all times. Students can bring a spare prescribed inhaler into college which can be stored, clearly named labelled in the Medical Room.

Emergency Action - Asthma

The college will follow guidance from Asthma UK as described in these links:

[If your child has an asthma attack | Asthma + Lung UK](#)

[Asthma attacks | Asthma UK](#)

Emergency Asthma Inhalers Kits

As from September 2015 the college has obtained emergency asthma inhaler kits for use by students with diagnosed asthma and in accordance with the Department of Health document: 'Guidance on the use of emergency salbutamol inhalers in schools. September 2014'. See 'emergency-inhalers in schools September 2015' pdf in T:\HEALTH & SAFETY & EVC & SAFEGUARDING CHILDREN\Asthma for full document.

Each kit contains one salbutamol 100mcg inhaler and an instruction sheet

Kits are located:

Ground Floor medical room (1 kit)

Clydesdale House (2 kits) 3rd floor kitchen & 4th floor office

Trip Kits (2x kit bags)

Anaphylaxis

This is a severe life threatening allergic reaction which is a medical emergency. The allergic reaction can be triggered by a number of foods including nuts, eggs, fish, fruit and dairy, also by wasp stings, latex or penicillin. Signs include red skin rash, swelling of the lips face or eyes, difficulty breathing, nausea, and falling unconscious. Students at risk of anaphylaxis should have a prescribed Adrenaline Auto injector AAI with them in college. Current brands include EpiPen, Emerade and Jext. Current guidance from medicines and Healthcare products Regulatory Agency (MHRA) is that anyone prescribed an AAI should carry 2 devices at all times.

From 1st October 2017 the Human (Amendment) Regulations 2017 allowed schools and colleges to buy AAI's without prescription, for emergency purposes. Students are asked to provide a spare pen which is stored with student I.D and care plan in a clearly labelled container.

Emergency Action - Anaphylaxis:

- 1 Lie flat with legs raised (if breathing difficult allow to sit)

- 2 Form fist around the Adrenaline Auto Injector (AAI) and pull off safety cap
- 3 Swing and push tip against outer thigh (with or without clothing) until a click is heard
- 4 Hold firmly in place for ten seconds.
- 5 Remove AAI and massage injection site for 10 seconds
- 6 Dial 999 for ambulance and say ANAPYHLAXIS (ANA-FIL-AX-IS)
- 7 Commence CPR if no signs of life
- 8 If no improvement after 5 mins give 2nd adrenaline dose using a second AAI device.
- 9 If patient is unconscious, place in recovery position and protect airway. Further information and film clips showing adrenaline being administered can be found at <https://www.sparepensinschools.uk/>

Diabetes (type 1)

This occurs because the patient is unable to regulate blood sugar levels due to insufficient insulin. Incorrect balance can be caused by: Too little food, too much exercise, or too much insulin each of these can cause dangerous low blood sugar levels (hypoglycaemia) Signs include: Feeling hungry, Pale skin, Clammy sweaty skin, lethargy, agitation, aggression or feeling withdrawn.

Emergency Action – Diabetes :

- 1 Blood Sugar should be tested to verify levels
- 2 Give fast acting sugar e.g. 3-4 glucose tablets or 150 ml of cola/lemonade followed by a snack e.g. Jelly Baby, bread, biscuit, banana.
- 3 Re-test Blood Sugar in 10 -15 minutes. If less than 4mmol then repeat above and recheck Blood Sugar levels.
- 4 If patient is unconscious: Place in recovery position, Nil by mouth, Dial 999 for ambulance.

Further information at <https://www.diabetes.co.uk/>

Epilepsy

This is a complex neurological condition with recurrent seizures due to bursts of electrical activity in the brain. There are over 40 different types of seizure including absence epilepsy (a brief blank period which looks like daydreaming), Focal epilepsy (when the patient can make odd movements) and Tonic/Clonic epilepsy where sudden jerking of the muscles and stiffening of the limbs occurs.

Emergency Action - Epilepsy:

- 1 Keep calm and reassure the patient, Protect the patient from injury, Cushion the head
- 2 Stay with the patient and do not try to restrain them or put anything in their mouth.
- 3 Place in the recovery position when the seizure is over. If the patient is prescribed rescue medicine – this can be administered as directed 5 minutes after the seizure has started. Further information at www.epilepsy.org.uk

Automated External Defibrillator (AED)

The College and Clydesdale House has an Automated External Defibrillator (AED). Cardiac arrest can affect people of any age and without warning. If this happens then swift action in the form of early cardio pulmonary resuscitation CPR and prompt defibrillation can save the life of a person. The AED is simple to operate and safe for users. The AED will analyse the individual's heart rhythm and apply a shock to restart or advice that CPR should

be continued. Voice prompts will guide the rescuer through the entire process from which the device is first switched on or opened. These include positioning and attaching the pads, when to restart CPR and whether or not a shock is advised. The AED and equipment are located in the Office 4th Floor at Clydesdale House clearly labelled and also the Medical Room at ACM on the Ground Floor in a clearly labelled cupboard containing:-

- 1 x AED
- 1x carry case
- 1x battery
- 1x set of universal pads
- User guide
- Face shields for protection during mouth to mouth resuscitation.

Monthly Inspection checks are carried out to ensure the AED's and equipment are In Date and in Good Working Condition with OK being visible in the readiness display.

Training is not required to use this device and 999 operator will provide guidance whilst awaiting medical services.