

FIRST AID PROCEDURE

As required by the First Aid at Work Regulations (1981) we appoint sufficient qualified First Aiders and Appointed First Aiders, as appropriate to our environment. Any case of illness or injury due to an accident which requires first aid must be reported to College Reception. The receptionist will make arrangements for first aid where necessary and the facilities of the first aid room, which is situated in off the central corridor on the ground floor of the main building, are available. First aid boxes are available for use during sports events or on College trips and visits.

College First Aiders (hours as indicated)

Emma Calderwood – Admin Team (9.30 – 3.30 – Term time)

John Erasmus – Estates Team (8.00 – 4.30 – Term time & holidays)

Jacqui Holloway – Student Reception (8.30 – 1.30 – Term time)

Pippa Jeacock – Learning Support (8.30 – 4.15 – Term time)

Val Jones – Admin Team, Main Building (8.30 – 5.00 – Term time)

Christopher Keegan – Security Officer (7.00 – 3.30 – Term time) – **College Mobile 07783 314300**

John (JR) Richardson - (8.30 – 5.00 – Term time & holidays)

Joe Yeadon – ILT Services (8.30 – 5.00 – Term time & holidays)

Departmental First Aiders (8.45 – 4.15 Term time unless stated)

(normally only deal with incidents in their teaching areas but may be called on to assist with other incidents if required)

Josie Gadsby (ILC/400 Building)

Ruth Jones – PE (Sports Centre)

Amy Johnson – PE (Sports Centre)

If the incident occurs during holiday periods when no first qualified aiders (as listed above) are on duty or available the Duty Manager will act as an Appointed First Aider.

If no qualified or appointed first aiders are available the procedure to be applied by anyone in the vicinity who is asked to assist is to assess whether the injured person is capable of helping themselves (e.g getting a plaster from a first aid kit) or whether a parent or anyone else can be called to assist.

IF THE INJURY IS SERIOUS OR YOU ARE IN ANY DOUBT PHONE 999 FOR AN AMBULANCE.

FOR INCIDENTS OUTSIDE NORMAL HOURS (8.30 – 5.00)

Christopher Keegan – Security Officer (from 7.00 am Term time) – **College Mobile 07783 314300**

Nick Harris – Security Officer (to 6.30 pm Term time) - **College Mobile 07783 314300** (not a first aider but will act as an Appointed First Aider in dealing with any emergency or other situation)

Outside normal hours First Aid kits are available in Main Reception and the Security Office/Goods In (Main Building).

Updated November 2016

Student Care

If a student is taken ill during a teaching period or a sporting activity the member of staff in charge must assess the situation and Contact reception by telephone (Ext 0) or send another student to ask for assistance from a qualified first aider or take the sick student to reception.

On **NO** account must a sick or injured student leave the care of the member of staff or first aider until the first aider or medical professional has determined that it is safe for them to do so.

Should it be deemed necessary for a casualty to be taken to hospital, an ambulance should be called. Private transport may be used where appropriate but it is advised that another person also accompanies the casualty to hospital. Insurance cover has been arranged for staff who do not have insurance cover for business use for their vehicles. Parents/guardians or next of kin should be informed as soon as possible.