



# FIRST AID POLICY

## 1. Introduction

The aim of this policy is to ensure that there are sufficient numbers of competent first aid personnel available to deal with accidents and injuries occurring at work. Allied to this, is the provision of adequate training and equipment to ensure that the statutory requirements and needs of the organisation are met.

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.

PP Academy Ltd ("PPA") are committed to provide first aid care for any student, member of staff or visitor who suffers an injury or illness whilst on their premises or off-site as part of an Academy activity. As such, all staff working at PPA are responsible for ensuring they have completed up to date first aid training and are willing to administer first aid as and when appropriate.

PPA seek to meet their obligations under The Health and Safety at Work Act, The Management of Health and Safety at Work Regulations and The Health and Safety (First-Aid) Regulations 1981 by:

- Carrying out an assessment of First Aid needs to identify the Academy's requirements across the broad spectrum of activities undertaken both on and off site.
- Making available suitably trained personnel to act as First Aiders, or Emergency First Aiders, at all times when people are on the Academy premises and also off the premises whilst on any trips/visits.
- Maintaining and replenishing a First Aid kit which can be found in the College Manager's Office.
- Maintaining a dedicated First Aid area on site in the College Manager's Office.
- Keeping detailed records of illnesses, accidents and injuries. PPA has procedures in place for ensuring that these records are reviewed regularly to minimise the likelihood of recurrence wherever possible. Staff and students take responsibility for their own medication and safe keeping.
- Maintaining an up-to-date list of all First Aiders and Emergency First Aiders for all staff and arranging training and refresher training.
- Providing suitably equipped first aid boxes which are regularly checked

- by appointed staff.
- Reporting to the Health and Safety Executive any incidents that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Chief Operating Officer and/or Safety Officer are responsible for reporting accidents, diseases and dangerous occurrences (RIDDOR) to the enforcing authority.
  - Ensuring that accidents, injuries and incidents falling within the RIDDOR guidelines are reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring. These will include accidents which result in death, a specified injury such as fracture, loss of sight, serious burns, occupational diseases such as hand-arm vibration syndrome, carpal tunnel syndrome, occupational dermatitis, accidents which prevent the injured person from continuing their normal work for more than seven days.

## **2. Roles and Responsibilities**

### **First Aider**

All staff who undertake first aid duties and who hold a valid certificate of competence (e.g. first aid at work [FAW] or emergency first aid at work [EFAW]), issued by the organisation whose training and qualification are approved by the Health and Safety Executive (HSE).

Qualified First Aiders (completing HSE approved training) must undertake refresher training at the required intervals in order to comply with current legislation and to ensure that their skills are maintained.

All First Aiders are required to provide first aid in the event of an incident, in keeping with their level of training. All details following the incident should be recorded.

All items used from the first aid box should be replenished at the earliest opportunity.

### **Appointed Person**

A member of staff who takes charge of a situation if a serious illness/injury occurs in the unforeseen absence of a qualified First Aider and ensures that processes are in place to manage that situation.

Appointed Persons should prove competence by passing a one day Appointed Persons course in accordance with HSE requirements. They should also undertake refresher training at the required intervals in order to comply with current legislation and to ensure that their skills are maintained.

The Appointed Person at PPA is **Cathleen Limerick.**

### **Staff**

Every member of staff has a duty under health and safety legislation to take reasonable care of the health and safety of themselves and that of any other person who may be

affected by their acts or omissions whilst at work.

All staff should make themselves familiar with the first aid arrangements provided and with the name and location of their nearest First Aider and first aid box.

It is everyone's responsibility to report any matters that present a serious and immediate danger or where there are shortcomings in the arrangements that have been made for health and safety. The reporting of hazardous and unsafe conditions is therefore a statutory duty of every member of staff.

All staff must inform the appointed person if they have used any item from the first aid box.

### **Contractors/Visitors**

Every contractor/visitor has a duty under health and safety legislation to take reasonable care of the health and safety of themselves and that of any other person who may be affected by their acts or omissions whilst on the premises.

All accidents incurred whilst on site must be reported and recorded by the first aider and appropriate action taken.

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