

FIRST AID POLICY AND PROCEDURES

SCL International College will actively encourage staff and students' health and welfare.

The First Aid Leads are:

Kentish Town: Marta Marin Gallego,

Camden: Ellie George

North Acton: Mario Santos

It is the responsibility of these leads to:

- understand and exercise infection control procedures
- be aware of allergies and medical conditions of students and staff
- know how to respond to or acquire first aid or medical treatment in an emergency
- understand the limitations in relation to medication and healthcare procedures
- accurately record accidents

Infection control procedures

The following precautions will provide protection against blood borne viruses and other infections, which may be transmitted via blood or bodily fluids.

- always keep cuts or broken skin covered with a waterproof dressing
- avoid direct contact with blood or bodily fluids
- if blood is splashed on the skin, it should be washed off immediately with soap and water
- Splashes of blood into the eyes or mouth should be washed immediately with plenty of water
- Wear disposable gloves when contact with blood or bodily fluid is likely
- always wash hands after removing gloves
- always wash hands before and after giving first aid
- avoid exposure to needles and take particular care if disposing of them

Last Reviewed: November 2022

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1. First-aid box should contain:

- a leaflet giving general guidance on first aid
- individually wrapped sterile plasters
- sterile eye pads
- individually wrapped triangular bandages
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves

For further information, please see British Standard BS 8599

The appointed person to take charge of first-aid arrangements is: Marta Marin Gallego

2. Details of first-aid arrangements:

- The Trained First Aiders are:

Kentish Town Campus and Accommodation:

Denisa Sava, Gary Spiers, Paul Clarke, Joana Lauro and Kevin McNally, Paulina Wiktorek and Kiran Karim.

Camden Campus and Accommodation:

Ellie George, Karina Bude, Javier Romero and Alexandra Stoica

North Acton Campus and Accommodation:

Mario Santos and Fernando Corell

- The First Aid box is located at Reception and First Aid travel kits are given to all activity leaders when accompanying an excursion or activity.
- The First Aid kits are regularly monitored to ensure they are always appropriately stocked
- The Accident and Emergency book is kept at Reception. The Accident and Emergency tear

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offs are kept in a box at reception.

- First Aid Certificates are to be renewed every 3 years

Accident or Violent Incident reporting

Minor incidents involving student and vulnerable adults may be recorded in the school's own accident book. However more serious student accidents and dangerous occurrences must also be reported to the local authority within 10 days of the event.

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR)

In some circumstances it is also necessary for the Health and Safety Executive (HSE) to be notified of accidents. This should be done via the HSE's on-line system:

www.hse.gov.uk/riddor/report.htm

Fatal and major injuries (as defined in RIDDOR) should be reported immediately to the Incident Contact Centre 0845 3009923. All incidents that are reported to the HSE must also be reported to the Local Authority's Health and Safety Team using the online forms. The HSE website provides further guidance on what to report. www.hse.gov.uk/riddor/what-must-i-report.htm

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