

HAMPSTEAD FINE ARTS COLLEGE **FIRST AID POLICY & PROCEDURES**

Reviewed: 25 August 2026-Sarmad Ismail (Health
& Safety Manager)

Approved By: Emmy Schweiters (Principal)

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**HAMPSTEAD FINE ARTS
COLLEGE**

A legal requirement and an ISI Reporting Standard for Independent Schools

Statement of Intent

This policy is designed to promote the health, safety and welfare of students, staff and visitors to this College through the provision of first-aid equipment and trained personnel in accordance to the requirements of the HSE Health and Safety (First Aid) Regulations, 1981.

The health and safety of all students of Hampstead Fine Arts College is of prime concern. The College assumes that all students are fit to attend all timetabled lessons without leaving for medical attention, unless otherwise informed by the parents. Qualified first aiders are available to give immediate attention in the event of any common accidents or illnesses that occur during College hours or on College trips.

If a student is too unwell to remain in College the office must be informed so parents can be notified. If a student requires serious urgent medical attention the emergency services will be called and parents notified.

Under no circumstances should tutors allow students to leave without following the above procedure.

If a year 9, 10 or 11 student is unwell, inform a member of the administrative team and the student's parents will be telephoned.

College Provision

Hampstead Fine Art College's arrangements for first aid in terms of the numbers of first aiders/appointed persons, the number and location of first aid kits, and the arrangements for off-site activities are based on a risk assessment of the following factors:

- the number of staff, students and regular visitors;
- the number, size and location of buildings;
- any specific risks such as hazardous substances or dangerous tools or machinery; and temporary hazards such as building or maintenance work;
- past accident history;
- proximity to emergency medical services;
- needs of travelling staff and students;
- first aid cover in times of sickness or annual leave.

This risk assessment is reviewed annually to ensure the provision remains adequate and is available for inspection by staff or parents at any time on application to the Principal or Head.

In accordance with legislation and good practice the College will ensure that:

- 1) adequate training and guidance is available for nominated first aiders, on courses approved by the Health and Safety Executive (HSE);
- 2) a risk assessment is carried out to ascertain the level of Health and Safety provision needed in the College;
- 3) there is at least one qualified first aider at every site at any given time;
- 4) all members of staff are fully informed as regards to first aid arrangements;
- 5) the necessary equipment and facilities are available, along with an appropriate number of qualified first aiders;
- 6) a written record is kept of all accidents in the Offices of Centre Studios and Parkhill;
- 7) first aid arrangements are reviewed regularly.

Qualified first aiders are available at the College, during College hours and during College trips and visits, to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

First aid kits are located at strategic points and are also taken with all groups who go out of college on organised trips to locations where immediate aid may not be available. Designated First Aid Rooms are the Principals Office at Centre Studios and the Medical room (2nd floor) at Parkhill. **Defib** can be found at Centre Studios reception.

All students and staff are given information on where to go for help in the event of an accident as part of their induction into the College.

Records are kept of all accidents and injuries, and these are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

The Accident Report Books are kept in the Offices/Reception at Centre Studios and Parkhill. These include First Aid forms to record further details of any occasion where first aid is administered. Any injuries, diseases or dangerous occurrences will be reported to the HSE in accordance with RIDDOR 2013.

Any suspected infectious disease should be reported to the Principal or Head who, if necessary, will seek medical advice from a doctor, the local authority or the Health Protection Agency.

Parents will be contacted if their child suffers anything more than a trivial injury, or if he or she becomes unwell, or we have any concerns about his or her health.

Administering medicines to students

The College undertakes to make appropriate arrangements for students with special medical needs either to keep safe and have access to their medication and/ or to administer it when necessary. The Appointed Person is responsible for these arrangements.

Staff and parents need to know what procedures will be followed regarding administering prescribed and non-prescribed medication, together with the procedures to be followed in the very rare occurrence of the need for medical attention after an accident. The following provides this information.

Medication

Normally it would be expected that the parent would administer medicine at home, e.g. antibiotics. However, where a student has to take a limited course of medication but is nonetheless fit to return to college, s/he might be allowed to do so by agreement as long as full written instructions are also given to the Appointed Person.

Where it has been agreed to administer medication, a member of staff has to be named so that both the parent/carer and the student know who it is. The medication log has to be signed by the parent/carer stating the dosage, application and time.

A few students whilst fit to attend College may require taking medication during the day to control their condition (diabetes, asthma, epilepsy, etc.). The following are guidelines on the administration of such medicines in College.

The College's Responsibility

The Principal and Head shall ensure that a named person is responsible for medicines, together with a nominated deputy. The day-to-day mechanics of medicine administration may be delegated to competent, trained staff.

Parents will be required to sign an acknowledgement that they have requested the administration of medicine to their daughter/ son and that they are satisfied that the designated members of staff are competent to do it.

A clear written statement of their responsibility will be given to all parents, detailing:

- a.) How to make a request for medicines to be given by College staff, i.e. in writing and in person to the Principal or Head;
- b.) How medicine should be provided to the College, i.e. in the original container from the pharmacy and clearly labelled with:
 - student's name;
 - name of medicine;
 - how much to give (i.e. dose);
 - when to be given;
 - any other instructions;
 - emergency contact number;
 - family doctor's number.

- c.) The need for parents to notify the College in writing of any changes in the medication, dosage levels, or timing
- d.) The need for parents, in person, to replenish the supply of medicines if necessary
- e.) A recommendation that the College be advised of any significant disease, medical condition or allergy the student may have, subject to confidentiality

Storage of Medicines

Medicines, when not in use, will be kept in a safe and secure place (a refrigerator, if appropriate). Medicines, which may be required in an emergency, will always be readily accessible.

Where appropriate, with parental and College agreement, students will be responsible for their own inhalers

Administration/ Record

The label on the medicine container will be checked against the College Medicine Record (completed by parent and found in the first aid folder). Any discrepancy should be queried with the parent before administering a medicine. A parent should confirm their intentions, in writing, if their instructions differ from those on the medicine container.

A record will be kept of doses given, when given, by whom given.

Disposal

Medicines no longer required will not be allowed to accumulate. They will be returned to the parent in person for disposal. In the last resort, unwanted medicines will be given to the local pharmacist for disposal as required by the Environmental Health Regulations.

Liability of College Staff

Staff designated to administer medicines to students will be covered by the College in the event of liability/negligence claims made against them, as long as they have taken all reasonable steps to follow the procedures contained in these guidelines and parental instructions.

Responsibilities of Staff

The standard conditions of employment for staff do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Nonetheless, teachers and other staff in charge of students are expected to use their best endeavors to secure the welfare of the students at the College, in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Responsibilities of First Aid Personnel

The Principal, Head and the Health and Safety Adviser are responsible for ensuring that there are sufficient trained staff to meet the assessed needs and to arrange appropriate training and guidance for staff who volunteer to become first aiders/appointed persons.

First aiders must complete an approved training course and hold a valid certificate of

competence. This needs to be updated every three years.

All first aiders are fully indemnified by the College against claims of negligence provided that they are suitably trained and are acting within the scope of their employment and within the College guidelines for the administration of first aid.

A list of qualified first aiders and the location of **First Aid kits** is provided at Centre Studios and Parkhill, on noticeboards and in classrooms.

The main duties of a first aider at College are to:

- respond promptly to all requests for assistance;
- summon further help, including an ambulance or other professional medical help, if necessary;
- take care of any casualty until recovery or further medical assistance has arrived;
- report details of treatment provided in the Accident Book and the First Aid Record form (all records will be kept for a minimum of three years).
- report to H&S Manager when items are used/need to be replenished.

First Aiders will familiarise themselves with the First Aid arrangements in the Supplementary Safety Procedures which relate to the main Health and Safety Policy.

Reporting Accidents to the HSE

The Principal or Head will identify any incidents that are reportable under RIDDOR Regulations and make the report on Form 2508 to the RIDDOR Centre. Form 2508 and more information on the details of what is covered by RIDDOR can be found in the First Aid Folder.

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- accidents resulting in death or major injury (including those that result from physical violence);
- accidents that prevent the injured person from doing their normal work for more than seven days;
- occupational diseases which are listed on <http://www.hse.gov.uk/riddor/what-must-i-report.htm>.

Hygiene and Infection Control

All staff will:

- follow basic hygiene procedures;
- be made aware as to how to take precautions to avoid infections

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

The main duties of an Appointed Person at College are to:

- take charge when someone is injured or becomes ill
- summon an ambulance or other professional medical help when appropriate.