

First Aid Policy

LSI Portsmouth has a responsibility to provide a safe and healthy learning environment for all students and staff.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and students, and provide such information, training and supervision as they need for that purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. This policy is reviewed annually or as circumstances change.

Qualified First Aid Staff

LSI Portsmouth has a number of First Aid trained staff who are on hand to provide basic first aid if a dangerous incident or accident occurs. The following members of staff have attended an approved course for 'Emergency First Aid at work' within the last 3 years and hold a valid certificate:

- Terry Thorne (room 206)
- Belle Dowber-Hawkins (room 310)
- Dave Cann (room 307)
- Ross McKenzie (room 306)
- Joanna Glos (room 307)
- Sophie Burgham (Reception)
- Anna Rita Deriu (Reception or 204c)
- Adam Travers (206)
- Catherine Barker (Social Office – second floor)
- Neil Powney (room 307)

First aiders are recruited on the basis of personal qualities (e.g. reliability, ability to remain calm in an emergency), ease of accessibility, providing a balance of administration and teaching staff, and to ensure adequate coverage for on and off site activities.

Medication

Although LSI Portsmouth provides First Aid in case of an emergency, and has a professional duty to safeguard the health and safety of employees and students, staff members including teachers should not take responsibility for administration of any medication.

The reason for this is that merely giving a paracetamol or any other medication to an individual could be life threatening if the individual is allergic to it.

If asked for cold or pain relievers, staff should tell the students where the nearest pharmacy is located. In more serious cases, staff should take the student to Reception, who will contact the local doctors' surgery.

First Aid Provision

LSI Portsmouth has four first aid kits on the premises. These are located in the Reception area, in Room 205, in room 306 and in the 6th floor teachers' room.

It is the responsibility of the Building Manager to ensure that these are well stocked with the correct equipment and checked every month.

LSI Portsmouth also has a foldable wheelchair which can be located in the third floor conference room (room 308) behind the door.

Induction

All new staff and students are provided with relevant health & safety and first aid information during their induction at the school.

Notices

First Aid notices are located in every classroom and public areas in the school. This notice outlines the responsibilities of LSI Portsmouth staff and lists the names of staff who have been trained in first aid.

Incident Procedure

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call for an ambulance.

In the case of a serious accident or illness requiring professional medical attention, staff will contact the nearest local hospital. In an emergency the injured person must be accompanied to the hospital casualty department, or an ambulance should be called by dialling 999, whichever is more appropriate (decision to be made by the first aider). In less serious circumstances, students should be advised to go to St Mary's NHS Treatment Centre, Milton Road, Portsmouth. PO3 6DW.

In serious cases the Principal or a Welfare Officer is responsible for contacting the employee or student's family. The Welfare Officer will also contact the student's host family if applicable.

Recording of Incidents

All incidents/dangerous occurrences must be logged in the accident logbook, which is kept locked away in Room 310.

The following details must be logged:

- the name of the injured person
- the type of injury
- when it happened
- how it happened
- where it occurred
- the name of the person dealing with the incident
- the treatment given

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)' the Principal is required to report any major injury or condition which has occurred during the course of work to the local Health and Safety Executive.



Review This policy is reviewed and updated annually, or as and when necessary by the Building Manager and Director of Operations.

Reviewed: November 2018



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