

We at Richard Language College, recognise the importance of First Aid in saving lives and preventing minor injuries becoming major ones. In line with our responsibilities under health and safety legislation to provide adequate and appropriate equipment and facilities for providing first aid in the workplace, Richard Language College has developed the following First Aid Policy.

FIRST AIDERS

We have six first Aiders

Amanda Powis

Elijah Al Khatib

Frances Marshall

Jon Vatcher

Phil Williams

Severine Lai Tang

THE RESPONSIBILITIES OF THE FIRST AIDER

- Attend all calls for first aid assistance in compliance with their 'First Aid at Work' training
- First Aid Officers must be aware of their limits and when to call for an ambulance
- First aiders are not to dispense medication at any point in time.
- Be in charge of the casualty until the emergency services have arrived or till they have got better.
- Refer the patient on to hospital if they think further treatment is required
- Ensure an accident report is completed by the patient or on their behalf as appropriate
- Keep designated first aid boxes fully stocked and ensure that all items are within their expiry date. One first aider will be assigned on rotational basis.
- Report any problems to Client Services Manager
- Staff must also be aware that they should not wait for a first aider to make the decision to call an ambulance, if it is necessary.

LOCATION OF FIRST AID KITS

First aid kits are located in the reception and the staffroom.

CONTENTS OF FIRST AID KITS INHOUSE

- A leaflet giving general advice on first aid.
- Twenty individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Two individually wrapped triangular bandages.
- Six safety pins.
- Two large (18cm x 18cm) individually wrapped, sterile, unmedicated wound dressings
- Six medium-sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- Microporous tape
- Emergency First Aid Burn Dressing
- One pair of disposable gloves

CONTENTS OF PORTABLE FIRST AID KITS:

- A leaflet giving general advice on first-aid.
- Six individually wrapped sterile adhesive dressings.
- One large sterile unmedicated wound dressing (18cm x 18cm).
- One medium sterile unmedicated wound dressing (12cm x 12cm)
- Two triangular bandages.
- Four safety pins.
- 6 Individually wrapped moist cleansing wipes.
- One sterile eye pad
- Sterile eye wash
- Microporous tape
- One pair of disposable gloves
- One pair clothing scissors
- One 7.5cm x 4.5 cm sterile crepe bandage
- Emergency burns gel

INCIDENT BOOK

The incident book, for recording of accidents on site at Richard Language College, Bournemouth is in the Academic Office.

BLOOD AND SPILLAGES

The first aiders will wear appropriate protection while dealing with blood or other bodily fluids (latex gloves)