

FIRST AID POLICY

It is a mandatory requirement of working at Berlitz Manchester that all staff members are fully conversant with this policy and any failure to observe this policy may result in disciplinary action. If you have any concerns regarding any health and safety issues on the premises you have a legal obligation to report these concerns to your line manager or Operations Director immediately.

Berlitz recognises the importance of First Aid in saving lives and preventing minor injuries becoming major ones. To this end, and in line with its responsibilities under health and safety legislation to provide adequate and appropriate equipment and facilities for providing first aid in the workplace, Berlitz has developed the following First Aid Policy.

To provide a suitably stocked first-aid container in all school locations where staff and students are permanently located. See Appendix A of this policy for locations and contents.

To provide 2 (two) travelling first-aid containers to be carried to locations where staff and students are temporarily located. See Appendix A of this policy for locations and contents.

To appoint a person to take charge of first aid arrangements. See Appendix A of this policy for the current incumbent.

To provide information for employees on first-aid arrangements. See Appendix A of this policy for where this information is kept/displayed.

To appoint and train at least 2 (two) First-Aiders who will:

- complete an (HSE) approved training course.
- be responsible for giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Where necessary, ensure that an ambulance or other professional medical help is called.

See Appendix A for details & duties of First-Aiders.

- To maintain readily accessible accident records for 3 years, as required by law. These will include the date, time and place of the incident; what first aid was given; what happened to the person immediately after the incident and, the name and signature of the First-Aider or person dealing with the incident. See Appendix A of this policy for the location of the Accident Book.
- Accident records will include "Reportable" accidents i.e. details of accidents, injuries and diseases which must be reported to the HSE.

See Appendix B of this policy for details of reportable incidents.

- To provide First Aid accommodation for medical treatment. See Appendix A of this policy for details.
- To isolate and clear up spillages of blood, vomit and excreta safely See Appendix C of this policy for details
- To dispose of needles and sharp objects safely See Appendix C of this policy for details.
- To provide hand washing facilities for all staff, students and visitors.

BERLITZ FIRST AID POLICY – APPENDIX A

The First Aid Box is located in the main school RECEPTION and contains:

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

2. Travelling First Aid boxes

Two of the Travelling First Aid Boxes are located in the First Aid cupboard in Reception. Each box contains:

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

The person appointed to take charge of first aid arrangements is the Health and Safety Officer.

The person appointed to organise first aid training is each individual first aider's line manager.

4. Information for employees on first-aid arrangements is kept/displayed in the Teachers' Room.

5. The trained first aider(s) are:

JAMES HOUGH (Reception Office)

ROB SQUIRE (Reception Office)

An up to date list should be displayed on noticeboards.

- First Aiders are responsible for answering calls for assistance, providing support within their competency and for summoning further support if necessary. The names of the designated first aiders are listed on noticeboards positioned around the building.

- The Role of the First Aider
 - Attend all calls for first aid assistance
 - Ensure their own safety at all times
 - Provide assistance at all times in compliance with their 'First Aid at Work' training
 - First Aid Officers must be aware of the limits of their competency and when to call for an ambulance/assistance
 - First aiders are not medical professionals and cannot give medical advice
 - Take charge of the casualty until a satisfactory level of recovery has been achieved or until the emergency services have arrived
 - Ensure that the condition of the casualty does not deteriorate as far as reasonably practicable by implementing their first aid training
 - Refer the patient on to hospital or to their own GP as appropriate if they are in the opinion that further treatment/attention 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
 - Report any problems to Student Services Officer
 - Casualty Transport by Taxi
 - If further medical treatment is needed, private transportation is not available and the medical circumstances are deemed to be insufficiently serious to warrant deployment of an ambulance then a taxi should be called. A friend or colleague should accompany the casualty and return travel should also be arranged.

- 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.

6. First Aid Accommodation

Students who are feeling unwell should be taken to Reception Waiting Area if free, or any other quiet room is not available. If applicable they can remain there while waiting for a taxi or ambulance, or if they wish to rest.

7. The Accident book is kept in Reception. The Operations Director should be informed immediately of any significant accidents or illnesses.

8. The nearest Emergency and Casualty Departments are at:

**Manchester Royal Infirmary
Upper Brook Street
Manchester
M13 9SZ**

**City Health Centre
Market Street
Manchester
M1 1PL**

NHS Direct (24 hour telephone advice service)

Tel: 111

Basic Advice on First Aid at Work

For basic advice on first aid at work click below:

<http://www.hse.gov.uk/pubns/indg347.pdf>

VERSION CONTROL

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