

## FIRST AID POLICY

### Beet Language Centre First Aid Policy

Beet Language Centre will undertake to ensure compliance with the relevant legislation (Regulations 1981 and HSE guidance) with regard to the provision of first aid for all employees and students attending Beet, during normal office hours. As far as is reasonably practicable arrangements may be extended to some out of hours activities and include others that may be affected by our activities.

Responsibility for first aid at Beet Language Centre is held by the Accommodation and Welfare Manager.

All staff are obliged to follow and cooperate with the requirements of this policy.

We will seek to implement the policy by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for the Beet premises
- Periodically reviewing the First Aid Needs Assessment or following any significant changes in staff, student or premises that may affect first aid provision
- Ensuring that there is a sufficient number of trained first aiders on duty and available for the numbers and risks in the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

### First Aid Staff

The qualified first aiders at Beet are:

- Dawn Landrebe (Accommodation and Welfare Manager) - Room 3
- Andrew James (Accommodation and Welfare Officer) - Room 3
- John Dench (Director of Studies) – Room 2
- Shaun Douglas (Assistant Director of Studies) – Room 2
- Marie Morgan (Finance Manager) - Room 13
- Mandy Beard (Finance Assistant) - Room 13
- Kate O’Leary (Receptionist) - Reception
- Tanya Cooper (Canteen Manager) - Canteen
- Tim Ashton – Teachers Room (seasonal teacher)
- Clive Harrison – Teachers Room
- Nick Coombs – Teachers Room (seasonal teacher)
- Jonathan Smith – Teachers Room

Dawn Landrebe, as the main first aider, will be responsible for administering first aid, in accordance with her training, to those that become injured whilst at work or on the premises. There are also additional responsibilities which are identified and delegated, such as first aid kit inspections.

A first aider will have been trained and will hold a First Aid at Work certificate issued by St Johns Ambulance, or an Emergency First Aid at Work certificate approved by the Health and Safety Executive.

### **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 or 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 of 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 the Accommodation and Welfare Manager
- Arrange casualty transport by taxi with a member of staff

### **First Aid Provision:**

The First Aid Needs Assessment has identified the following:

4 first aid kits on the premises to be situated in

- Accommodation & Welfare Office – Room 3
- Reception
- Canteen – Specifically, although not exclusively for canteen staff
- Staff Room – Room 5

It is the responsibility of the Accommodation and Welfare Manager to check the contents of all first aid kits every 6 months and record the findings of the check list in the kit itself.

### **First Aid Kits**

#### **Main First Aid Kit**

The First Aid Box is located in the Accommodation and Welfare Department in Room 3 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.
- 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

Kitchen First Aid Kit located in the kitchen:

- A leaflet giving general advice on first aid.
- Twenty individually wrapped sterile BLUE adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Two individually wrapped triangular bandages.
- 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
- Ice pack
- One pair of disposable gloves

Two further First Aid Kits located in the staff room (1) and in reception (1):

- 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
- 6 Individually wrapped moist cleansing wipes
- One sterile eye pad
- Sterile eye wash
- Microporous tape
- One pair of disposable gloves
- One pair clothing scissors

Travelling First Aid Kits:

Two travelling First Aid kits (used for Excursions) are located in Room 3 (Accommodation and Welfare Department). 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
- 6 Individually wrapped moist cleansing wipes
- One sterile eye pad
- Sterile eye wash
- Microporous tape
- One pair of disposable gloves
- One pair clothing scissors

A first Aid Kits located in each of the 4 student houses:

It contains:

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

## Emergency Arrangements

In the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment in line 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.

An ambulance should always be called in the event of:

- A serious injury
- Any significant head injury
- A period of unconsciousness
- A suspected fracture
- Any uncertainty about the severity of injuries
- Any uncertainty about the correct treatment

In all cases, and in the event of an accident to a student under 18, where appropriate, the parents of the student must be notified if:

- The injury is considered to be serious (more than minor)
- The student requires first aid treatment
- The student requires attendance at a hospital

Parents will be contacted by attempting all known phone numbers and email addresses, and agents of the students will also be notified.

In the event of a hospital treatment being required, a member of staff or adult member of the homestay family will accompany the under 18-year-old student to hospital and remain with them until such a time as it is considered safe to leave the student in the hospital or that suitable alternative arrangements are in place.

### Recording

All accidents occurring on site requiring first aid treatment are to be recorded in the Accident Book (Room 3) and page kept in the top draw of the locked filing cabinet in room 3. In the case of all reported accidents to students these **must** be recorded in the incident page on the student record and the parent/agent notified.

If the incident relates to **workplace health and safety**, such as:

- Serious injuries
- Accidents resulting in hospitalisation
- Dangerous occurrences or near misses

#### **Additional action required:**

- Submit a **RIDDOR report to the Health & Safety Executive (HSE)**. (0345 300 9923)  
<https://www.hse.gov.uk/riddor/>

### Safeguarding concerns involving children

If an incident relates to **child protection or safeguarding**, including (but not limited to):

- Sexual abuse
- Physical abuse
- Emotional/mental harm
- Neglect

#### **Action required:**

- Report immediately to the **Designated Safeguarding Lead (DSL)**.
- The DSL must consider thresholds and **refer to the Local Authority Designated Officer (LADO)** where appropriate.
- A referral to LADO **must be made when there are allegations that a person working with children has harmed, may have harmed, or poses a risk to a child.**

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**The nearest Emergency and Casualty Departments are at:**

Royal Bournemouth Hospital: 01202 303626

Castle Lane East

Bournemouth

BH7 7DW

Poole Hospital: 01202 665511

Longfleet Road

Poole

BH15 2JB

Local Doctors Surgeries

St Leonards Road Surgery (GP)

Panton Practice

20 St Leonards Road Charminster

01202 411700

Monday – Friday 8:00 – 18:00 [pantonreception@dorsetgp.nhs.uk](mailto:pantonreception@dorsetgp.nhs.uk)

The Panton Practice

14 Gervis Road

Bournemouth

BH1 3EG

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**Policy reviewed: June 2026 – Accommodation and Welfare Manager**

**Next review due: June 2027**



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