FIRST AID POLICY

Reference	PC_First Aid_Policy_2026-27
Version	v1.0
Effective from	1 September 2026
Applies to	All team members across all Pinc College
Policy owner	Chief Student Experience Officer
Next review	Summer 2027

Introduction

Pinc College is committed to providing holistic education of the highest quality and this policy is underpinned by Pinc College values, culture and methodology.

Our college Values

Individual - 'We celebrate everyone'

Inclusive - 'We value and support everyone'

Innovative 'We believe in the power to change'

We foster a culture that is **Respectful, Responsible, Safe and Kind** Our method holds the individual, their wellbeing and their specific needs in every aspect of our approach.

Policy intent and scope

Our aim is to implement and maintain an effective management system for the administration of first aid to all students, team and visitors in order to ensure that the College provides support to individual students in case of emergency until they can be placed in the care of a professional or transferred to hospital.

We believe this policy should be a working document that is fit for purpose, represents the college ethos, enables consistency and quality across all campuses and is related to the following legislation:

- Health and Safety (First Aid) 1981
- Health and Safety at Work, etc Act 1974

Responsibilities and Communication

The Head of college and Head of programmes have responsibility for:

- Ensuring that sufficient trained First Aiders and first aid equipment is available to meet local needs and that all team, students and visitors are made aware of local first aid arrangements.

All College Leads are responsible for:

- All team whom they have a responsibility know how to obtain first aid assistance for students, team and visitors, how to call a first aider and the location of any first aid and emergency equipment.
- Where special hazards are identified, their team are made aware of the local procedures and equipment for dealing with them.

First Aiders are responsible for:

- Providing immediate first aid assistance, as required within their level of competency
- Attending any training arranged to maintain their competency/registration
- Raising any concerns about their level of knowledge and training, in relation to their ability to undertake first aid duties for which they have been appointed.

- Ensuring that any first aid containers/supplies for which they have been allocated responsibility, are adequately stocked and maintained.
- Completing relevant records of treatment (e.g. in the accident book) after first aid has been administered and, where relevant, ensuring that accident reporting procedures have been followed

Team responsibilities:

- In an emergency, access first aid materials whilst waiting for a first aider, nurse or doctor, but must not otherwise remove items from the first aid boxes
- Ensure that they know who their local first aiders are, how to call them and the location of first aid equipment.

Review and Monitoring

The first aid policy and safety of students are integral to other College policies, which are detailed below. The Board of Governors and the whole college DSL are responsible for overseeing, reviewing, and updating this policy. The College team will be informed or any updates or amendments.

First Aid Procedures

Provision should always be enough to ensure that first aid can be administered without delay should the occasion arise, and be available at all times. This means that arrangements should take account of absences of a first aider or appointed person and how we might work in partnership with our heritage teams to provide access to first aid at the point of need.

The college will regularly review their first aid needs after any major changes such as changes to team or premises, to make sure provision remains appropriate.

The college will work to ensure at least one first aider is provided to provide first aid to meet the needs of team, students and visitors on each campus as identified in a campus risk assessment and first aid needs assessment.

Recording and reporting

All First Aid incidences will be recorded which require first aid staff to be in attendance. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The record will be readily accessible on college central systems, and details recorded should include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident

First aid training

It is the responsibility of the HEAD OF PROGRAMMES, as delegated by the HEAD OF COLLEGE to ensure that first aid teams have received the appropriate first aid training delivered by a competent first aid training provider. First aid certificates are usually valid for 3 years. And the DSL should arrange

retraining before certificates expire. Once a certificate expires, the individual would have to undertake another full course to be reinstated as a first aider

First aid containers

As a minimum, each campus will provide at least one fully stocked first aid container. Additional first aid containers may be needed for large or split-level campuses or for high risks activities or for any other off campus activities. All first aid containers should be marked with a white cross on a green background.

In accordance with HSE guidance a minimum provision of first aid items will be:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

Careful consideration should be given to the siting of first aid containers on each campus and, where possible, they should be kept near to hand washing facilities.

The Campus DSL is responsible for examining the contents of first aid containers. The first aid kits should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

Travelling first aid containers

Before undertaking any off-campus activities or educational visits, the visit leader should assess what level of first aid provision is needed through a detailed risk assessment and identify any additional items that may be necessary for specialised activities.

The minimum travelling first aid kit should be:

- a leaflet giving general advice on first aid – HSE information is available
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves