


## **First Aid Policy and Procedures**

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<b>Email:</b>	info@iccs.uk

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## Introduction

International College of Contemporary Sciences ICCS recognises that prompt, competent first aid provision is an essential element of its duty of care to students, staff, visitors and contractors. The college understands that illness or injury can occur without warning in any educational setting and that the way in which ICCS responds in the first minutes can significantly influence outcomes, both in terms of health and in terms of reassurance and confidence for those involved. This First Aid Policy and Procedures document therefore sets out how ICCS will plan for and manage foreseeable first aid needs across its activities and premises.

The policy sits within the wider health and safety framework of ICCS and should be read alongside the Health and Safety Policy, Accident and Incident Reporting arrangements, Fire Safety and Emergency Evacuation Procedures and Safeguarding and Prevent Policy. Together these documents describe a coherent approach to preventing harm where possible and responding effectively when incidents do occur. The first aid arrangements described here are designed to support a calm, professional and proportionate response that protects life, promotes recovery and minimises the risk of minor conditions becoming more serious.

## Purpose and Aims

The purpose of this policy is to provide a clear, structured and consistent framework for the provision of first aid within ICCS. It explains how first aid needs will be assessed, how appropriate levels of trained first aiders will be maintained, what equipment and facilities will be provided and how first aid incidents will be recorded, reported and reviewed. The policy seeks to ensure that everyone on ICCS premises, or participating in ICCS activities under its control, can access timely and suitable first aid assistance whenever it is reasonably required, regardless of the nature of their role or their personal characteristics.

The aims of the policy include ensuring compliance with relevant health and safety legislation and recognised good practice, promoting awareness of first aid arrangements among staff and students, and fostering a culture in which individuals feel confident to seek help at an early stage. The policy also aims to support staff who take on first aider responsibilities by clarifying expectations, providing for appropriate training and refresher provision, and ensuring that incidents are managed in a way that is sensitive, respectful and consistent with the dignity and privacy of those receiving first aid.

## Legal and Regulatory Context

ICCS discharges its responsibilities for first aid within the broader framework of United Kingdom health and safety law, including the Health and Safety at Work etc Act and the Management of Health and Safety at Work Regulations, which require employers to make suitable and sufficient arrangements for the health, safety and welfare of employees and others who may be affected by their undertakings. In particular, the Health and Safety First Aid Regulations set out specific duties in relation to the provision of first aid personnel, equipment and facilities, guided by an assessment of foreseeable risks in each setting.

In addition to general health and safety requirements, ICCS takes account of guidance issued by the Health and Safety Executive and by relevant sector bodies on first aid provision in educational and office based environments, and considers expectations from regulators such as the Office for Students and the Department for Education in relation to student welfare and safeguarding. Where ICCS activities are subject to the requirements of awarding organisations, professional bodies or partner institutions, these will also be considered when determining the level, location and nature of first aid provision required.

## Scope

This policy applies to all ICCS premises, including teaching spaces, offices, learning resource areas and communal facilities, and to all activities that are organised or managed by ICCS, whether on site or off site. It covers staff, students, visitors, contractors and members of the public who may be affected by ICCS operations. The policy applies during normal operating hours and, where relevant, during extended hours when events, classes or other organised activities are taking place that fall under ICCS control and responsibility.

Where ICCS staff or students participate in placements, field trips or activities hosted by partner organisations, responsibility for first aid may rest wholly or partly with the host organisation. In such cases ICCS will seek assurance that appropriate first aid arrangements are in place and will provide staff and students with information about local procedures before the activity begins. Nothing in this policy removes the obligation of other employers or organisations to meet their own legal duties, but ICCS will cooperate as far as is reasonably practicable to support effective first aid provision in shared environments.

## First Aid Risk Assessment and Provision

ICCS will undertake a suitable and sufficient assessment of first aid needs for each site and, where appropriate, for particular activities or cohorts. This assessment will consider factors such as the size and layout of the premises, the nature of work and study undertaken, known health needs within the population, patterns of occupancy throughout the day and any relevant history of incidents. The outcome of the assessment will inform the number and type of trained first aiders required, the location and contents of first aid kits and the need for any specialised equipment, such as automated external defibrillators.

First aid needs assessments will be reviewed regularly and whenever significant changes occur, for example alterations to the use of space, introduction of new activities or changes to staffing patterns. The findings will be recorded and will form part of the broader health and safety risk assessment arrangements for ICCS. Managers are responsible for ensuring that the agreed level of provision is maintained within their areas, including arrangements for cover during periods of absence, and that staff and students are aware of how to obtain first aid assistance in an emergency.

### **Roles, Responsibilities and First Aider Competence**

Named managers, normally heads of service or equivalent, are responsible for ensuring the effective implementation of first aid arrangements in their areas, including the appointment of sufficient first aiders, the provision of time and support for training and the monitoring of first aid provision in collaboration with health and safety advisers. The Principal and senior leadership team provide overall oversight and ensure that first aid is integrated into wider safety planning, emergency preparedness and risk management processes. Designated first aiders accept responsibility to respond promptly to requests for first aid, to provide appropriate immediate care within the limits of their training and to arrange for further medical assistance where necessary.

ICCS will ensure that all first aiders receive accredited training appropriate to their role, such as Emergency First Aid at Work or First Aid at Work, and that this training is refreshed within required timescales. First aiders will be supported through access to guidance, opportunities to debrief after significant incidents and clear communication about boundaries, including the importance of seeking professional medical advice where circumstances go beyond their competence or authority. All staff and students are expected to cooperate with first aid arrangements, to summon help without delay where needed and to treat first aiders and those receiving assistance with respect and sensitivity.

### **First Aid Equipment and Facilities**

ICCS will provide appropriate first aid equipment and facilities that are proportionate to the risks and needs identified in the first aid risk assessment. First aid kits will be located in clearly marked and easily accessible positions and their contents will meet or exceed minimum recommended standards for the environment in which they are placed. Where assessment indicates that it is reasonably practicable and beneficial, ICCS may also provide additional equipment, such as defibrillators, eye wash stations or specialised dressings, and will ensure that users are aware of how and when such equipment should be used.

Responsibility for checking first aid kits and other equipment at regular intervals will be allocated to specific individuals, usually first aiders or designated administrators, who will ensure that supplies are complete, in date and fit for purpose. Any deficiencies, damage or misuse will be reported promptly and remedied as soon as practicable. First aid facilities, such as rooms or dedicated spaces used for treatment or observation, will be kept clean, appropriately furnished and easily available when needed, and access routes to first aid equipment will not be obstructed.

## **Procedures for Responding to Incidents and Emergencies**

When a medical incident or injury occurs on ICCS premises, or during an ICCS organised activity, the priority is to protect life and prevent further harm. Staff and students should summon a trained first aider without delay using the published contact methods and, where there is any doubt about the seriousness of the situation, should call the emergency services in line with local procedures. First aiders will assess the circumstances, provide immediate care within the scope of their training and arrange for an ambulance or other medical support when this is required. They will also take reasonable steps to ensure the safety of bystanders and to preserve the scene for any subsequent investigation.

During and immediately after an incident, first aiders and other staff should offer reassurance and respect the dignity and privacy of the person receiving care, for example by managing the presence of onlookers and being sensitive in communication. Where the injured or ill person is a student, ICCS will, where appropriate and subject to data protection and safeguarding considerations, make reasonable efforts to inform emergency contacts. Following any serious incident, managers will review the response in order to identify any lessons learned for procedures, training, equipment or communication.

## **Recording, Reporting and Follow Up**

All first aid incidents, whether minor or more serious, must be recorded in the ICCS accident and incident reporting system as soon as practicable after the event. Records should capture information such as the date, time and location of the incident, the nature of the injury or illness, the actions taken, any referral for further medical treatment and the names of those involved. Accurate records support continuity of care, enable the college to identify trends and recurring issues and provide evidence of compliance with legal and regulatory requirements, including those relating to the reporting of specified injuries and dangerous occurrences to enforcing authorities.

Managers will review first aid records periodically, alongside wider health and safety data, to identify patterns that may indicate underlying risks or areas where preventive measures could be strengthened. Where appropriate, follow up actions may include adjustments to the physical environment, changes to working practices, targeted communication or further staff training. ICCS will handle personal information contained in first aid records in accordance with data protection legislation and internal policies on confidentiality and records management, ensuring that access is restricted to those with a legitimate need to know.

### **Communication, Information and Awareness**

ICCS will ensure that information about first aid arrangements is clearly communicated and readily accessible to staff, students, visitors and contractors. This will include displaying notices that identify the location of first aid kits and the names or contact details of trained first aiders, incorporating key information into induction processes and handbooks, and publishing relevant details on the college intranet or other digital platforms. Particular attention will be given to ensuring that those who work outside normal hours, or in less frequently used areas, know how to obtain first aid assistance promptly.

The college will promote awareness of basic first aid principles and encourage a culture in which individuals feel able to seek help without hesitation and to raise concerns about first aid provision where they arise. Feedback from staff and students about the accessibility and effectiveness of first aid arrangements will be welcomed and will inform periodic reviews of this policy and other related procedures. Where appropriate ICCS may support wider wellbeing and health promotion initiatives that complement formal first aid provision, recognising the connections between prevention, early intervention and emergency response.

### **Monitoring, Review and Continuous Improvement**

The implementation of this First Aid Policy and Procedures will be monitored through regular reporting on incident data, outcomes from first aid needs assessments, feedback from first aiders and those who have received first aid, and findings from internal and external audits or inspections. Significant issues or themes will be considered by appropriate management and governance bodies, which will oversee the development of action plans to address identified weaknesses and to share examples of good practice. First aid arrangements will also be reviewed in the light of changes to organisational structure, activities, occupancy patterns or estate.

This policy will normally be reviewed at least every two years, or earlier if there are significant changes to relevant legislation, regulatory expectations or authoritative guidance. Any revisions will be developed in consultation with key stakeholders, including first aiders, managers, staff and student representatives, and will be approved through established ICCS governance processes. The aim of review and monitoring is to ensure that first aid provision remains effective, proportionate and responsive to the needs of the ICCS community, and continues to reflect the college commitment to providing a safe and supportive environment.

## References

- Health and Safety at Work etc Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Health and Safety First Aid Regulations 1981.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Health and Safety Executive guidance on first aid provision in the workplace.
- Relevant expectations of the Office for Students and the Department for Education regarding student welfare and safety.