



## FIRST AID POLICY

BSC (Education, Group and Young Learners) Limited will ensure that every effort will be made to follow compliance with the relevant legislation, regarding the provision of first aid. It is the primary responsibility of all BSC team members to ensure the wellbeing of all students in their charge. Although it is the Designated Safeguarding Lead's (DSL) responsibility to manage the overall welfare of the students at the College or Centre, every team member is responsible for the safety and wellbeing of BSC students.

### Training

All College Managers or Centre Managers as well as other designated team members at the college or centre are to attend First Aid Training via an approved training facilitator. This training will be provided by an approved organization such as St John's Ambulance, Red Cross or other accredited provider. It is mandatory that there is one First Aider on shift at any one time. There may also at times be additional team members who complete a basic awareness of first aid or equivalent via an online delivery course.

### First Aid

Every BSC College or Centre will have designated First Aiders who will respond to any incidents or accidents, assessing the type of incident/accident and severity as part of their First Aid training. These First Aiders will be advertised and highlighted during team member/student inductions. The incident and accident report books should be completed in detail by the person who first highlighted the incident/accident.

All accidents should be reported, however trivial, so that details can be recorded in the Accident Book. All employees must co-operate with any resulting investigation.

Designated first aid facilities for each College or Centre will be clearly signposted to all team members, students and any visitors.

Any emergency situations must be reported to the trained first aiders to be recorded in the accident book, which is kept with the first aid equipment or reported via incident report form.

A First Aid kit is always to be kept appropriately stocked and kept in designated areas.

Should someone request medical attention, members of the College or Centre teams will assess the situation and present the following options, depending on the situation:

- Book an appointment with a doctor;
- Call NHS 111 (*not applicable in Malta*)
- Visit an emergency health Centre
- Visit the nearest local hospital A&E department
- Dial **999 (121 Malta)** to contact the emergency services and call an ambulance

Depending on the circumstances, team members may offer to pay for a taxi to the doctor's/hospital and may also offer to accompany the student or staff member there. This will normally be at the discretion of the line manager or a member of the senior management team.

### **Mental Health First Aid**

- BSC provides opportunity for team members to complete Mental Health First Aid training and has future commitments to increasing Mental Health First Aid numbers across the business.
- Mental Health First Aid support is highlighted during the induction process for team members and students.
- Mental Health First Aid support is available in person in many of our Colleges however remote support via Teams is always available to anyone wishing to access support, guidance and signposting to relevant support networks.

All BSC Team members have a duty to report mental health concerns to their respective Designated Safeguarding Lead or line manager to discuss further or for on-going support or signposting needs. This must be done with student/team confidentially in mind and in line with GDPR standards.

### **Facilities**

Every activity, excursion and facility will be assessed as part of BSC specific risk assessments with the express intention of reducing accidents/incidents. A suitable First Aid kit must be taken to all sporting events and on all half day/and full day excursions or student experience activities.

### **First Aid Kits**

Every College or Centre will have a First Aid Kit available to include:

- A leaflet with general guidance with a contents list
- Alcohol-Free cleansing wipes and hand sanitiser
- Plasters, bandages and dressings
- Disposable gloves and face mask
- Burn dressing, eye wash and eye bath
- Distilled water for cleaning wounds
- Tape, Tweezers and Scissors

### **BSC Reporting Procedures (HSE)**

BSC procedures are in line with HSE Approved Methods of the reporting and record keeping of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Team members must complete HSE accident/incident forms and maintain an accident/incident log to record the following:

- Fatal Injury to team members, students or any other people in an accident on the premises.
- Major Injury to team members, students or any other people in an accident on the premises.
- Dangerous Occurrences to team members, students or any other people in an accident on the premises.
- Minor injuries to team members, students or any other people in an accident on the premises

## Medication

Any medication allergies or specified need for student to carry their own medication is highlighted via the parental consent form if under 18 years old. Any medical concerns are raised with the student experience team or appropriate BSC Young Learner teams upon induction to the College or Centre. All team members must be made aware of student's medical and special requirements.

## Giving students medication

BSC team members are not permitted to advise or dispense any medication to students in BSC Colleges (under any circumstances) without signed consent from the student or the student's parent or guardian. However, it is permitted for International Group Leaders to purchase and provide students with medication if there is signed parental/guardian permission to do so.

For young learner centres where students may be an individual booking and without group leader supervision. Selected team members will undertake Administration of Medication in Schools course and follow BSC Policy and guidance when undertaking these duties.

## Hospital or Doctor Visit Process

Local information is readily available regarding Hospitals and Doctor clinics. If an accident or incident occurs, then the following process should occur:

- First Aider to assess the injury and decide on whether a hospital visit is required.
- Check if an Ambulance is required to transport the student(s).
- Accident/Incident log book to be completed in detail.
- International Group Leader, Centre/College Manager and in serious cases Area College Managers/Head of Young Learners/Global Director of Operations and Academic strategy to be informed immediately
- Student to be taken to the hospital with a BSC team member if possible. *\*under 18's must always be accompanied.*
- Written incident report submitted.

When determined that a student must attend hospital or a doctor's surgery, the hierarchy of responsibility for taking a student to hospital is as follows:

Student Experience (Lead) Facilitator  
Lead Teacher

College Manager

For Young learner operations this may include:

Activity Leader

Senior Activity Leader

Welfare Manager

There are exceptions to the above and the decision will be made and approved at the discretion of the College or Centre Management team.

### **Documentation**

EU students must take their passport, national ID card or EU medical card when visiting either hospital or a doctor's surgery.

Non-EU students must use their medical insurance (if students do not have these details, more information is available from BSC Admissions Team and student management systems).

### **Expenses**

If a student requires medical assistance, any costs that may incur must be covered by the student.

### **Advice for first aiders - COVID or any other pandemic or outbreak.**

BSC offers the following advice for first aiders, so that BSC teams can continue to keep students and team members safe.

In addition to high quality first aid skills, to be effective BSC teams need to:

- Be aware of the risks to yourself and to others
- Keep yourself safe
- Give early treatment
- Keep yourself informed and updated
- Remember your own needs
- Follow guidance from government and accreditation bodies

### **ALL EMERGENCIES (UK)**

**Call 999:** In the case of an emergency call 999 immediately.

**Call 111:** If a student that continues to feel unwell after medication or rest to get assistance in what are the next steps to take.

### **All EMERGENCIES (MALTA)**

**In the case of an emergency call 112 immediately.**

*Review History:			
Date of review	Reviewed by	Reason for review	Amendments
November 2022	Compliance and Safeguarding Manager	Annual review	
October 2023	Compliance and Safeguarding Manager	Annual Review	
September 2024	Compliance and Safeguarding Manager	Annual Review	Changes to MHFA and emergency numbers
September 2025	Area College Managers	Annual Review	Updated operational job titles and overall accuracy

*\*Policies will be reviewed annually or more frequently if there are any legal changes or as good practice requires.*