

Central Film School

2025-26

Central Film School

First Aid Policy

1. Introduction

- 1.1. This policy is designed to promote the health, safety and welfare of students, staff and visitors to this School through the provision of first-aid equipment and trained personnel in accordance to the requirements of the HSE Health and Safety (First Aid) Regulations, 1981.
- 1.2. The health and safety of all students of Central Film School is of prime concern. The School assumes that all students are fit to attend all timetabled lessons without leaving for medical attention, unless otherwise informed by the students or their parents. Qualified first aiders are available to give immediate attention in the event of any common accidents or illnesses that occur during School hours.
- 1.3. If a student requires serious urgent medical attention the emergency services will be called and parents notified (where appropriate).

2. First Aid Provision

- 2.1. Central Film School's arrangements for first aid in terms of the numbers of first aiders/appointed persons, the number and location of first aid containers, are based on the following factors:
 - the number of staff, students and regular visitors;
 - the size and location of rooms within the building;
 - any specific risks such as hazardous substances or dangerous tools or machinery; and temporary hazards such as building or maintenance work;
 - past accident history;
 - proximity to emergency medical services;

- first aid cover in times of sickness or annual leave.
- 2.2. In accordance with legislation and good practice the School will ensure that:
- adequate training and guidance is available for nominated first aiders, on courses approved by the Health and Safety Executive (HSE);
 - there is at least one qualified first aider on site at any given time;
 - all members of staff are fully informed as regards to first aid arrangements;
 - the necessary equipment and facilities are available, along with an appropriate number of qualified first aiders;
 - a written record is kept of all accidents
 - first aid arrangements are reviewed regularly.
- 2.3. Qualified first aiders are available at the school during College hours to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.
- 2.4. First aid boxes are located at strategic points. The designated First Aid Room is the office at reception.

3. First Aid Policy

- 3.1. All students and staff are given information on where to go for help in the event of an accident as part of their induction into the School.
- 3.2. Records are kept of all accidents and injuries and these are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.
- 3.3. The Accident Report Books are kept in Reception and the Resources Office. This includes First Aid forms to record further details of any occasion where first aid is administered. Any injuries, diseases or dangerous occurrences will be reported to the HSE in accordance with RIDDOR 2013.
- 3.4. Any suspected infectious disease should be reported to the CEO or Senior Operations Manager who, if necessary, will seek medical advice from a doctor, the local authority or the Health Protection Agency.
- 3.5. Where appropriate, parents will be contacted if their child suffers anything more than a trivial injury, or if he or she becomes unwell or we have any concerns about his or her health.

4. Medication

- 4.1. No medication can be administered to any students or employees.
- 4.2. The School undertakes to make appropriate arrangements for students with special medical needs to keep safe and have access to their medication when necessary. The Appointed Person is responsible for these arrangements.

- 4.3. Staff need to know what procedures will be followed in the very rare occurrence of the need for medical attention after an accident.

5. Responsibilities of Staff / First Aid providers

- 5.1. The standard conditions of employment for staff do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Nonetheless, tutors and other staff in charge of students are expected to use their best endeavors to secure the welfare of the students at the School, in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- 5.2. The CEO and Senior Operations Manager are responsible for ensuring that there are sufficient trained staff to meet the assessed needs and to arrange appropriate training and guidance for staff who volunteer to become first aiders/appointed persons.
- 5.3. First aiders must complete an approved training course and hold a valid certificate of competence. This needs to be updated every three years.
- 5.4. All first aiders are fully indemnified by the School against claims of negligence provided that they are suitably trained and are acting within the scope of their employment and within the School guidelines for the administration of first aid.
- 5.5. A list of qualified first aiders and the location of First Aid Boxes is provided on noticeboards and in classrooms.
- 5.6. The main duties of a first aider at School are to:
- respond promptly to all requests for assistance;
 - summon further help, including an ambulance or other professional medical help, if necessary;
 - take care of any casualty until recovery or further medical assistance has arrived;
 - report details of treatment provided in the Accident Book and the First Aid Record form (all records will be kept for a minimum of three years).
- 5.7. First Aiders will familiarise themselves with the First Aid arrangements in the Supplementary Safety Procedures which relate to the main Health and Safety Policy.

6. Reporting Accidents to the HSE

- 6.1. The CEO or Senior Operations Manager will identify any incidents that are reportable under RIDDOR Regulations and make the report on Form 2508 to the RIDDOR Centre. Form 2508 and more information on the details of what is covered by RIDDOR can be found in the First Aid Folder.

6.2. The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- Accidents resulting in death or major injury (including those that result from physical violence);
- Accidents that prevent the injured person from doing their normal work for more than seven days;
- Occupational diseases which are listed on <https://www.hse.gov.uk/riddor/when-do-i-report.htm>

7. Hygiene and Infection Control

7.1. All staff will:

- follow basic hygiene procedures;
- be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.

7.2. Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

7.3. The main duties of an Appointed Person at school are to:

- take charge when someone is injured or becomes ill.
- Summon an ambulance or other professional medical help when appropriate.

Document Title	First Aid Policy
Document Reference	CFS-FOC-2025-004
Issuing Authority	CFS Academic Board
Author	Tim Lyne updated by Simon Kennedy
Document Approval Date	27/08/2025
Date Last Amended	20 Aug 2025
Effective from	27/08/2025
Review Date	20 Aug 2026

Version History		
Purpose/Change	Author	Date
Ratified for the 2025/26 academic year	AB	27/08/2025