



Medina College



The Island VI Form

Medina College and The Island VI Form

First Aid Procedure

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1. Introduction

- 1.1 Medina College and The Island VI Form are committed to the health and welfare of all employees, pupils and visitors within its care and understands the need to have procedures in place for First Aid Provision.
- 1.2 It is a legal requirement under The Health and Safety (First Aid) Regulations 1981 and the supplementary code approved code of practice and guidance that employers have to make suitable arrangements for the welfare of their employees should they sustain injury or become ill whilst at work.
- 1.3 Medina College and The Island VI Form will provide information, training, adequate first aid cover, first aid equipment and appropriate facilities at each place of work.
- 1.4 Although non-employees including pupils and visitors are not covered by the regulations, Medina College and The Island VI Form recognises its duty to provide first aid cover for them.

2. First Aid Personnel

2.1 First aid personnel are employees of Medina College and The Island VI Form who have volunteered for the role and who have been trained and assessed by the appointed training provider as being competent.

2.2 It is essential that employees selected as first aiders have the aptitude and ability to cope with training and are free of health conditions which might affect their capability in an emergency.

2.3 Medina College and The Island VI Form will establish the first aid needs for each area of the site. This will require an assessment of the risks involved as well as considering the geographical layout of the site, number of employees and potential hazards to which employees might be exposed.

2.4 There are different levels of first aid training available and these are distinguished as follows:

- **First Aid at Work** – Are qualified personnel who have received training and passed an examination in accordance with national standards. First Aiders are required to undergo

refresher training to ensure their skills are maintained.

- **Emergency First Aid** – Must receive training to enable them to provide basic lifesaving skills. This is a short course supplemented with additional time to cover the specialist risk associated with specific types of workplaces.
- **Defibrillator Training** – A short course for basic life support and use of a defibrillator.
- **Anaphylaxis Training** – A short course in the use of EpiPens and anaphylaxis.

3. First Aid Equipment

- 3.1 First aid boxes and travelling kits should contain a sufficient quantity of suitable first aid materials and nothing else. The first aid box should be of a suitable material which will protect the contents from damp and dust. A list of contents and minimum stock levels are included in section 9 of this procedure.
- 3.2 Travelling first aid kits should be fit for purpose and appropriate for the circumstances but should include the contents which are also included in section 9 of this procedure.
- 3.3 Every first aid kit is required to include a copy of the Health and Safety Executives general first aid guidance leaflet INDG347.
- 3.4 Medina College and The Island VI Form will ensure that arrangements are in place to ensure that responsibility is delegated to ensure the restocking of first aid boxes ensuring that all dates are checked as well as suitable contents.
- 3.5 It is the first aider's responsibility to ensure they have the first aid kit restocked if they use anything from them.
- 3.6 The location of first aid boxes should be sited in areas which present special risk, prominently displayed and easily accessible.

4. Medical Inspection Room

- 4.1 Medina College and The Island VI Form provides basic first aid within Medina College Student Hub office or the Student Services office. Should more extensive first aid require administering, Medina College and The Island VI Form have designated specific medical inspection rooms for this requirement.
- 4.3 The location of the medical inspection room is near to a door leading outside wide enough to accommodate egress by emergency services.
- 4.4 The medical inspection room will be available at all times and not used for any purpose other than administering first aid or health screening.
- 4.5 The first aid room will contain suitable facilities, be effectively ventilated, heated, illuminated, and cleaned every day.

5. First Aid Notices

- 5.1 All safety signs must comply with the safety signs regulations 1996.
- 5.2 First Aid boxes require marking with a white cross on a green background.
- 5.3 Notices indicating where first aid assistance is available should be prominently displayed.
- 5.4 First aid rooms should be clearly identified together with details of first aiders.

6. Requesting First Aid Assistance

- 6.1 When first aid assistance is required staff should use the 2-way radio system and state your name, that first aid is required, and the exact location.
- 6.2 Alternatively call Medina College reception on extension 300 or externally on 01983 526523 or The Island VI Form reception on extension 102 or externally on 01983 522886 stating your name and that first aid is required and the exact location.
- 6.3 Should a student feel that they require the assistance of a first aider, they should inform a member of staff who can report their request on their behalf, or where possible escort them to Medina College Student Hub or The Island VI Form Student Services office where a qualified first aider will be available to assist.
- 6.4 Should a member of staff require first aid assistance and is unable to request themselves, they should inform another member of staff asking for their assistance and to report on their behalf.

7. Record Keeping

- 7.1 Records of all cases treated should be made both in the electronic accident reporting system, the MIS record for the member of staff or student, and where a concern is present within the safeguarding reporting system.
- 7.2 Medina College and The Island VI Form will ensure first aiders are aware of the system for reporting and recording accidents and ensure they are aware of their responsibilities for completing and signing relevant forms.
- 7.3 Medina College and The Island VI Form is required to maintain an up-to-date list of trained first aiders and ensure that refresher training is provided to ensure training is kept up to date. Medina College and The Island VI Form will designate this responsibility to an appropriate member of staff.

8. First Aid Treatment.

- 8.1 First aiders should not attempt to provide any treatment, which has not formed part of their training.

8.2 Long term medical conditions and allergies are not part of first aid, however in certain cases special arrangements for staff or students with disabilities might need to be made in relation to their treatment.

8.3 It is unlikely that first aid personnel rendering assistance will become subject to legal action, provided they have acted in accordance with the training they were given they could not be seen as being negligent. However, Medina College and The Island VI Form through its insurance policies indemnifies members of staff against such claims.

9. Contents of first aid boxes and kits

9.1 Items required within first aid boxes are detailed within the Health and Safety (First Aid) Regulations 1981. First aid boxes and travelling kits should contain a sufficient quantity of suitable first aid material, nothing else must be stored within the boxes or kits.

Minimum item requirements:

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Guidance Card	1	1
Individually wrapped sterile adhesive dressing in assorted sizes	20	6
Sterile eye pads, with attachment	2	-
Individually wrapped triangular bandages	6	6
Safety Pins	6	2
Medium sized individually wrapped sterile un-medicated wound dressings 6 (approx. 10 cm x 8 cm)		-
Large sterile individually wrapped un-medicated wound dressings (approx. 13 cm x 9 cm)	2	1
Extra-large sterile individually wrapped un-medicated wound dressings	3	

(approx. 28 cm x 17.5 cm)
Individually wrapped moist cleaning wipes*

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(*Where soap and water is not readily available)