International House Manchester

FIRST AID POLICY

Policy Statement

It is the school's responsibility to provide adequate and appropriate first aid support to someone if they are injured or become unwell on or off site, and to ensure that the school complies with the Health and Safety Regulations. Our First Aid Policy supports and is referenced by our Health and Safety Policy.

Policy Aim

This policy applies to:

- Students – i.e., anyone on a course with International House Manchester, whether they are in school or online, enrolled or trial, fee-paying or not.
- Staff – i.e., anyone working with or on behalf of International House Manchester. This includes directors, paid staff, volunteers, homestay hosts, contractors, and agents.

It aims to:

- Identify the first aid needs of the school and ensure their provision in line with legislation
- Ensure that the provision is always available to people engaged in school activities on or off school premises

For those reasons, IH Manchester commits to:

- Appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school and its activities
- Provide relevant training and ensure continuous assessment of training needs
- Provide sufficient and appropriate resources and facilities
- Inform staff, students and agents of the school's first aid arrangements
- Keep accident records and to report to the HSE as required by law under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Key contacts

Name	Job Title	First Aid Duties and Training	Contact Details
John O'Leary	Director and Principal	Emergency First Aider	john@ihmanchester.com
Jordan Clark	Accommodation and Welfare Manager	Emergency First Aider	jordan.clark@ihmanchester.com
Joseph Baker	Assistant Director of Studies	Emergency First Aider	joseph@ihmanchester.com
Claire Bouedo	Centre Co-ordinator	Emergency First Aider	claire.bouedo@ihmanchester.com

Reviewed November 2025 – Next review November 2026 or in the event of staffing, policy, or legislative changes

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IJ Tours Ltd trading as "International House Manchester" - Company number: 5813751 School Address: Arthur House, Chorlton Street, Manchester. M1 3FH

MEMBER ENGLISH UK

Duties and Responsibilities

The school is responsible for the health and safety of their staff and anyone else on the premises. This includes the Principal and teachers, non-teaching staff, students, and visitors (including contractors).

The Directors must ensure that a risk assessment of the school is undertaken and that the appointments, training, and resources for first aid arrangements are appropriate and in place. The Directors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Principal is responsible for putting the policy into practice and for developing detailed procedures. He should ensure that the policy and information on the school's arrangements for first aid are communicated to all staff and students. New staff are to be informed of procedures as part of their induction programme.

All staff are expected to do all they can to secure the welfare of the students.

First Aiders must have completed a training course approved by the HSE, and will be updated every three years. Duties include:

- Responding promptly to an incident / accident when requested, on the school premises
- Providing first aid assistance within the limits of their approved training and know when and how to secure additional assistance, including professional medical assistance if the nature and degree of injury is out with the limits of their training
- Acting in such a manner to respect the dignity of all patients and to protect their confidential information.
- Being aware of the location of the nearest first aid box and its contents and ensuring that the contents are replenished when necessary
- Reporting accidents / incidents promptly using the incident log, ensuring that all sections are filled in appropriately
- Keeping up to date with training and current knowledge, including any refresher training deemed required by the school

If the company provides an offering where regulations do not require a trained first aider to be always in post, the company will appoint someone to take charge of first aid equipment, procedures, and signage and for the reporting of illnesses and injuries. This Appointed Person (Claire Bouédo and Jordan Clark currently) need not be a First Aider but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate

Treatment of injuries

FIRST AID BOXES

First Aid boxes, identified by a white cross on a green background, are available in the school and all locations operated by the company and contain adequate supplies for treating injuries that may occur based the nature of the potential hazards identified by a risk assessment. First Aid boxes should not contain creams, lotions or medicines – including painkillers, such as ibuprofen, paracetamol or aspirin. The location of First Aid boxes and the name of the person responsible for their upkeep should be clearly indicated on notice boards throughout the school.

First Aid Boxes are located in:

- The reception
- The staff room

PLACE OF TREATMENT

Where treatment is required the first aider should use an empty classroom close to the common room or a quiet space.

ADMINISTRATION OF DRUGS AND MEDICINES

The school will not store, provide or administer medications to students under any circumstances. Staff at IH Manchester are not trained in the administration of medicine. Unless the school is informed otherwise, it will be assumed that the student is aware of how and when to administer the medicine themselves.

Medicines should not normally be brought into school. Where a student needs regular medication, they must state this prior to booking. In the case of a medical emergency, the emergency services may administer medicines to the student. The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a student has a serious condition requiring regular medication, they will need a medical support plan which clearly details medication required, dosage and storage.

Reporting

- The Principal or most senior member of staff on site will be informed of any serious injury occurring in a day
- All incidents, injuries, head injuries and treatments are to be reported in the online incident log
- Homestay hosts are to be informed of a head injury
- Staff should complete the incident log for employees if they sustain an injury at work
- Injuries requiring more than first aid, e.g. hospital/professional treatment, must be reported to head office to allow communication with agents and next of kin

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

- Involving employees or self-employed people working on the premises

- Involving students and visitors

The Principal is responsible for ensuring this happens.

Record Keeping The appointed person must ensure that a record is kept of any first aid treatment given. In their absence this responsibility will be designated by the Principal.

This should include:

- the date, time and place of incident
- the name of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.