INTERNATIONAL BIBLE TRAINING COLLEGE
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FIRST AID POLICY STATEMENT

The following policy was agreed by the International Bible Training College (IBTC) Board of Directors/Trustees [1] on 28th April 2026. This statement and the policy will be reviewed biennially to monitor the progress which has been achieved. Our policy is to fulfil our obligation under the legal requirements of :-

Health and Safety (First-Aid) Regulations 1981

We are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all the college's voluntary workers ('Voluntary workers' includes all long and short terms volunteers of the college), students, and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services.

We have a legal duty to make arrangements to ensure that our staff, students and visitors receive immediate attention if they are injured or taken ill.

We will ensure that there is provision of suitably qualified persons with adequate and appropriate training for rendering first aid to our staff, students and visitors if they are injured or become ill.

We will provide adequate and appropriate equipment, facilities and personnel to ensure that first aid is given to the staff, students and visitors if they are injured or become ill.

We have First-aid provision in the college that covers the arrangements that need to be made to manage injuries or illness suffered at work.

The college will therefore provide suitably stocked first-aid boxes in appropriate locations (see First Aid policy procedures doc)

Our college **Appointed First Aiders** (who will take charge of first-aid arrangements) are:

1. Director of Missions and Operations, Davide Lentini
2. Director of Strategy and Development, Lisa Lentini
3. Marketing and IT Supervisor, Health and Safety Assistant, Tobias Elon Heuer
4. Property Supervisor and Operations Assistant, Anthonie Keuter
5. Principal, Eliana Whyte

Signed: IBTC Principal, _____ Date: 28.04.2026
Signed: IBTC Director/Trustee for H&S, _____ Date: 28.04.2026
Signed: IBTC Health & Safety Officer, _____ Date: 28.04.2026

A copy of this statement is to be displayed in the college and a copy sent to each of the members of the Board.

Next review :- 11th June 2027

[1] in all the following text International Bible Training College (IBTC) is referred to as IBTC and the Board of Directors/Trustees as Board. The college's trading name is IBTI.

FIRST AID POLICY PROCEDURE

1. Who is responsible?

The Principal of IBTC has overall responsibility for ensuring that the college has adequate and appropriate First Aid equipment, facilities and the minimum number of First Aid personnel and for ensuring that the correct First Aid procedures are followed.
The Principal is responsible for ensuring that all staff and students are aware of, and have access to, this policy.
The Principal delegates to the Health and Safety Officer and the Student Welfare[2] of the IBTC responsibility for ensuring that there is adequate and appropriate First Aid equipment available to the college.
The Principal delegates to the Student Welfare and HR Department responsibility for collating medical consent forms and important medical information for each student and staff member and ensuring the forms and information are accessible to staff as necessary.
The Student Welfare will regularly (at least annually) carry out a **First Aid risk assessment** and review the college's First Aid needs to ensure that the First Aid provision is adequate.
The Principal is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

For more information please see http://www.hse.gov.uk/firstaid/legislation.htm.

2. Definitions[3]

Incident: An *unplanned, undesired* event that hinders completion of a task and may cause injury, illness, or property damage or some combination of all three in varying degrees from minor to catastrophic. Unplanned and undesired do not mean *unable to prevent.* Unplanned and undesired also do not mean *unable to prepare for* Crisis planning [...] that occur that require response for mitigation.

Near Miss: A subset of incidents that could have resulted in injury, illness or property damage, if given a different set of circumstances, but didn't. [...].

Accident: Definition is often similar to incident, but supports the mindset that it *could not have been prevented.* An accident is the opposite of the fundamental intentions of a safety program, which is to find hazards, fix hazard, and prevent incidents. [...].

3. First Aiders

The main duties of First Aiders (see page 1 for specific names on duty) are to give immediate First Aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Principal.

The First Aiders will undergo update training **every three years.**

All staff should read and be aware of this Policy, know who to contact in the event of any illness or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the students. Anyone on the college premises is expected to take reasonable care for their own and others' safety.

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[2] In the Academic year 2026 the role of the Student Welfare is fulfilled by Davide Lentini, Lisa Lentini, Mariana Starodonova and Anhelina Minchenko.
[3] BLR®—Business & Legal Resources, "Workplace Safety News", [website], 2017,https://safety.blr.com/workplace-safety-news/safety-administration/workplace-accidents/11zll01-Incident-vs.-Accident-Whats-the-Difference/, (accessed 15 December 2017).

4. Procedure in the event of illness

If a student is unwell during lessons, then they should consult the tutor and the tutor will talk to the Student Welfare in charge who will assess the situation and decide on the next course of action. If a student is unwell before the lessons, they should inform the Student Welfare person. For the detailed Students' Health and Ill-Health procedure see Appendix 1.

If a voluntary worker is feeling unwell, he/she should inform the HR department and both will assess the situation and decide on the next course of action. In case the voluntary worker is not able to decide then the First Aider will take the next course of action.

5. Procedure in the event of an injury, an accident or an incident

If an injury occurs, then the First Aiders should be consulted. The First Aider will assess the situation and decide on the next course of action, which may involve calling **999** immediately for an ambulance. If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site.

Arrangements should be made to ensure that any student or volunteer is accompanied in the ambulance if necessary, or followed to hospital by a member of staff. If the student or volunteer remains in the hospital the First Aider has to contact and inform the parents or next of keen.

5.1. Action at the scene of an injury

In cases of obvious serious injury the first aider will be expected to:

- Assess the situation.
- Make the area safe.
- Give emergency aid according to guidelines set by First Aid training agencies.
- Get help - Use the nearest available telephone and call **999** for an ambulance.
- Direct the ambulance to the nearest convenient point (site of injury if possible). Explain the appropriate College entrance (usually Cuckfield Road RH15 8RF, opposite of the Oak Barn Burgess Hill Golf Centre).
- Send a guide to the gate as necessary.

6. Procedure in the event of contact with blood or other bodily fluids

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.
- If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
    - wash splashes off skin with soap and running water;
    - wash splashes out of eyes with tap water or an eye wash bottle;
    - wash splashes out of nose or mouth with tap water, taking care not to swallow the water;

- record details of the contamination;
- report the incident to the Health and Safety Officer and take medical advice if appropriate.

7. Recording accidents and injuries

All accidents, incidents and injuries, including near misses, will be recorded in a written form and such records will be **kept for a minimum of three years**. The record of any first-aid treatment given by first aiders and other competent persons will include:

- the date, time and place of the incident
- the name and of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the student or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident.

Serious or significant incidents will be reported to parents by the Principal or the Head of Students' Welfare.

7.1. When IBTC has outside organizations on campus

When IBTC has outside organizations on campus, instructions are to be given to the responsible person of the group. For all accidents, incidents and near misses the Health and Safety officer or another member of the management must be informed and they must be entered into the **Accident book** by the First Aiders.

The **Accident Book** is kept in the General office and accident records are to be regularly reviewed by the Health and Safety officer at least **every 3 months** and reported also to the Management team meeting when needed.

8. Accident and Incident Reporting to Health and Safety Executive (HSE)

It is the responsibility of all voluntary workers to ensure that all accidents, incidents occupational ill-health and dangerous occurrences/near misses are reported to the Health and Safety Officer. Such an accident, incident and near misses which are covered by RIDDOR will be further proceeded to the HSE. Accident reporting to HSE is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The HSE is not an emergency service.

All incidents covered by RIDDOR can be reported online (http://www.hse.gov.uk/riddor/report.htm) and without delay. Alternatively, a telephone service is also provided for reporting **fatal/specified, and major incidents only** for which you call the Incident Contact Centre on **0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).**
Reporting on **fatal/specified, and major incidents must be done only** by the Principal of the college or Health and Safety Officer and when possible in consultation with the Chair of the Board (other Directors/Trustees informed).

There is no longer a requirement to report occupational injuries that result in more than three days of incapacitation, but you must still keep a record of such injuries in the Accident Book. (Incapacitation: that the voluntary worker is absent from work or unable to do work that they would reasonably be expected to so as part of their normal work).
There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.
If the accident occurred at a hospital, the report only needs to be made if the injury is a **'specified injury'** (see below).

9. When do I need to report accidents and incidents to the Health and Safety Executive (HSE) ?

Not all accidents need to be reported, other than for certain gas incidents. A "RIDDOR" report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

The following types of accidents will be reported to the HSE by the Principal or Health and Safety Officer as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) for further proceeding:

a) accidents resulting in the death of any person

All deaths to voluntary workers and non-workers (students, members of the public), with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a voluntary worker or non-worker.

b) accidents resulting in specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
    - cover more than 10% of the body
    - cause significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on specified injuries please visit http://www.hse.gov.uk/riddor/specified-injuries.htm.

c) non-fatal accidents requiring hospital treatment

- Accidents to voluntary workers, students or non-workers (e.g. members of the public) must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

- Accidents that prevent the injured person from doing their normal work and result in them being away from work for more than **SEVEN consecutive days**, not including the day of the accident **but does include weekends and rest days**. **The report must be made within 15 days** of the accident.

d) dangerous occurrences

Dangerous occurrences are certain specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

e) Gas incidents

Incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with gas**.**

f) Occupational diseases

IBTC volunteers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available on http://www.hse.gov.uk/riddor/occupational-diseases.htm.

10. First aid boxes

In accordance with the Health and Safety (First Aid) Regulations 1981, the college will provide adequate and appropriate equipment, facilities and personnel to ensure that first aid is given to the staff if they are injured or become ill at work. The college will also provide first aid to students and visitors when required to do so.

a) Suitable stocked first-aid boxes

There are a number of first-aid boxes at the college:

- Main hall - entrance corridor (opposite the fireplace)
- Main building at the cloakroom/tea area
- Main building on the first floor (opposite the Principal's office)
- New Building – First floor outside the disabled toilet
- New building – Ground Floor
- Kitchen
- Annexe 2 (inside the entrance)
- Study Centre (inside the entrance)
- IT room
- Laundry
- Tool shed
- Gym

The first aid boxes are kept fully stocked by the Student Welfare department of the college as appropriate. However, staff may contact the Student Welfare department or the other First Aider if they cannot find an item which should be in one of the first aid boxes. The Student Welfare department will check the First Aid boxes monthly to renew any supplies needed and to file any accident report forms that have been completed.

a) Vehicles used for transporting students

First aid boxes will be provided in all vehicles used for transporting students according to the passenger number. It is the responsibility of the Student Welfare Department (First Aid) to ensure that the contents of the first aid box checks with the contents list attached within the box. Drivers using any items from the first aid box should notify the Student Welfare Department (First Aid) as soon as is practicable.

11. Wheelchair Access to the Buildings

There is a wheelchair ramp stored on the ground floor under the main stairs in the main building, which can be used to give access to any building at IBTC. In case a wheelchair is needed we will provide it by a short-term loan of a wheelchair from the Red Cross in Crawley (Mobility aids, tel: 01293 649079, Monday and Wednesday 10:00am-12:00 noon; Tuesday, Thursday and Friday 10am-1pm)

12. Mechanisms for Feedback

Constructive comment for the continued improvement of this policy and procedures is welcomed and should be forwarded to the IBTC's Data Protection Officer at: policies.data@ibti.org.uk .

13. References and further information

- http://www.hse.gov.uk/riddor/reportable-incidents.htm
- https://safety.blr.com/

APPENDIX 1:

Students' Health and Ill-Health

If a student feels ill between 09:00 – 5:30 they should contact a member of the Student Welfare Department who will find out the details of the situation. Davide, Lisa, Mariana and Anhelina are Student Welfare Department staff members and will be responsible for this from Monday to Thursday.

Between the hours of 5:30 - 09:00 students should phone the emergency IBTC phone. That phone is kept by the staff on the emergency rota that week who should deal with the situation.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
09:00-17:30	**09:00-17:30**	**09:00-17:30**	**09:00-17:30**	All day/night	All day/night	All day/night
Contact the Student Welfare Department	Contact the Student Welfare Department	Contact the Student Welfare Department	Contact the Student Welfare Department	Call emergency phone	Call emergency phone	Call emergency phone
17:30-09:00	**17:30-09:00**	**17:30-09:00**	**17:30-09:00**			
Call emergency phone	Call emergency phone	Call emergency phone	Call emergency phone			

Ill-Health Procedure

Non-Urgent Attention:

In the event that a student requires non-urgent attention they should consider visiting the chemist in the first instance to seek advice. If the chemist advises a GP appointment, the student should make their own appointment. If the student is given a phone appointment with the GP, the GP should phone the emergency number. If the chemist is shut, for example out of office hours, the NHS number 111 can be contacted to seek out advice about non-emergency situations.

Urgent Attention:

If a situation is an emergency, urgent situation where there is serious or life-threatening injury anyone can and must phone 999 and request an ambulance. Whoever finds or is with someone who requires urgent attention should immediately take this action and not waste time contacting the emergency staff member or searching for them before phoning 999.

Practical Considerations When Dealing With Non-Urgent Ill-Health

If a student presents with ill-health priority should be given to them attending lectures over other activities. Ensure arrangements are in place for someone to cover their duties e.g. kitchen duty. Where a student needs to miss a lecture a Justification for **Absence form** (See Appendix 2) should be completed by one of the Health Care Team (or emergency rota staff) and placed in the register in the classroom ready for the tutor to be aware why a student is missing and that they have been given permission.

Log Sheet

Log sheets should be used to keep a record of an illness that could potentially become or signify something more serious. A log sheet should be completed for each student's episode of illness under the following circumstances:

- Where a student has serious medical symptoms.
- Where an illness lasts three days or more.
- Where a hospital visit/stay takes place
- Where there is vomiting and or diarrhoea.

Log sheets should be completed electronically in Dropbox which only the Health Care Team have access to (under General IBTC) and they will be kept for 2 years.

COVID-19

Where COVID-19 is suspected follow the government and NHS guidelines around treatment and containment.

Students' Responsibility

It is not lawful for the IBTC to administer any kind of medication to students including paracetamol. Students should be encouraged to take responsibility for maintaining their own health and keeping their own personal stock of medication for occasions when they are ill e.g. paracetamol, vitamins, cough lozenges.

First Aid boxes are located around the premises and they will be kept stocked.

Accident Book

In line with legal requirements, where an accident happens on site it should be logged in the Accident Book. They are stored in the pink locked tin in the HR Manger's office. Staff are responsible for their completion at the time of the event.

APPENDIX 2:

REASON FOR ABSENCE

Date: Click or tap here to enter text. Name of Student: Click or tap here to enter text.

Lecture missed: _____

Reason for absence:

_____
_____
_____
_____
_____
_____

_____
Signature: Health Care Team