

FIRST AID POLICY

Date of Review: September 2024

Next Review: September 2025

This policy is publicly available on the School website and is available in hard copy on request.

1. Introduction

This is the First Aid policy of Lycée Français Charles de Gaulle de Londres (the “School”).

This policy is intended to ensure that all staff, children and where appropriate visitors have access to appropriate levels of first aid support. Whilst the School undertakes to ensure the welfare of everyone on the premises, it must be acknowledged that accidents do occur occasionally.

In the event of an emergency, such as injury or an employee suffering an acute health problem, it is a requirement that trained individuals are available to support.

This First Aid Policy outlines the procedures and guidelines for providing first aid services at the Lycée Français Charles de Gaulle de Londres for primary and secondary school sites.

This policy has been prepared in accordance with DfE Guidance on First Aid in Schools. Its status is advisory only. It is available to parents, prospective parents, pupils and to all members of school staff via the School website.

It is designed to comply with the common law and the Health and Safety at Work, etc. Act 1974 and subsequent regulations and guidance to include the Health and Safety (First Aid) Regulations 1981 in respect of an employer's duty to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees in the event of illness or accident.

Nothing in this policy affects the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services at the site of the incident.

References Used in this First Aid Policy:

- DfE Guidance on First Aid in Schools
- Health & Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- First Aid in Schools (DfE 2000; updated February 2014 and February 2022)
- Early Years Foundation Stage Requirements (DfE September 2021)
- School Health & Safety Policy

2. Aims and Objectives

- Provide immediate and appropriate first aid treatment in case of illness or injury. (eg. manage sports injuries, minor accidents, medical conditions such as diabetes and asthma support or administer necessary medication as per care plan)

- First aid boxes, equipment and suitable supplies are provided, along with information informing all staff about the arrangements for getting help.
- This first aid procedure should allow for all eventualities such as out-of-hours working, off site care eg. school trips, maintain level of trained support.

3. Key Personnel & responsibilities

Task(s)	Overall Responsibility
Trained First Aiders (HSE accredited training provider) -provide sufficient coverage, including full paediatric first aid qualification as required, taking into account absence, school trips & events.	The Financial and Administrative Director
Maintain record of all First Aiders – qualifications, certification dates, certificates, copy available to all staff in staff shared drive, Health & Safety folder.	Health & Safety Manager
Replenish First Aid Boxes – replenish used items after treatment, dispose of any waste correctly, monthly checks to be completed on contents. Note “location Lead first Aider” ensures that monthly checks are completed, however any first aider can actually complete first aid box checks.	Monthly checks confirmed by “location Lead First Aider” as per first aid personnel poster.
First Aid Risk Assessment – facilities and equipment	Health & Safety Manager
First Aid Cover off site – eg school trips and sports, familiarisation with off-site provision, facilities, location of AED defibrillator equipment, local & nearest medical support, parental communication.	Risk assessor
Additional care & support - to provide appropriate care for pupils with particular medical needs (eg. Diabetic needs, Epi-pens, inhalers).	Medical team & supported by First Aider(s)
Incident reporting – documenting details, events, timings before & after incident / illness occurred and supporting any ongoing investigation include RIDDOR reporting.	All staff responsible for reporting. H&S Manager investigation & accident trends, RIDDOR escalation.

4. Definition

"First Aid" means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse, as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness.

5. Contents of First Aid Boxes / Kit

As a guide, where no special risk arises and within the School premises, a minimum stock of first-aid items would normally be:

- A leaflet giving general guidance on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressing may be of a detectable type for food environments);
- 2 sterile eye pads;
- 2 individually wrapped triangular bandages (sterile preferred);
- Rolls of adhesive microporous tape
- Medium sized, individually wrapped, sterile un-medicated wound dressings
- Large sterile, individually wrapped, unmedicated wound dressings
- Disposable gloves (nitrile where possible)
- 1 off, "Resusci-aid" type protective membrane for mouth-to-mouth resuscitation;
- Cleansing wipes & sterile swabs
- Foil Blanket
- Sterile Eyewash BS 8599-1:2019

(Enhanced first aid kit maybe required for certain risk areas eg kitchens, workshop areas, also off-site cover or foreign trips).

6. Sports Injuries

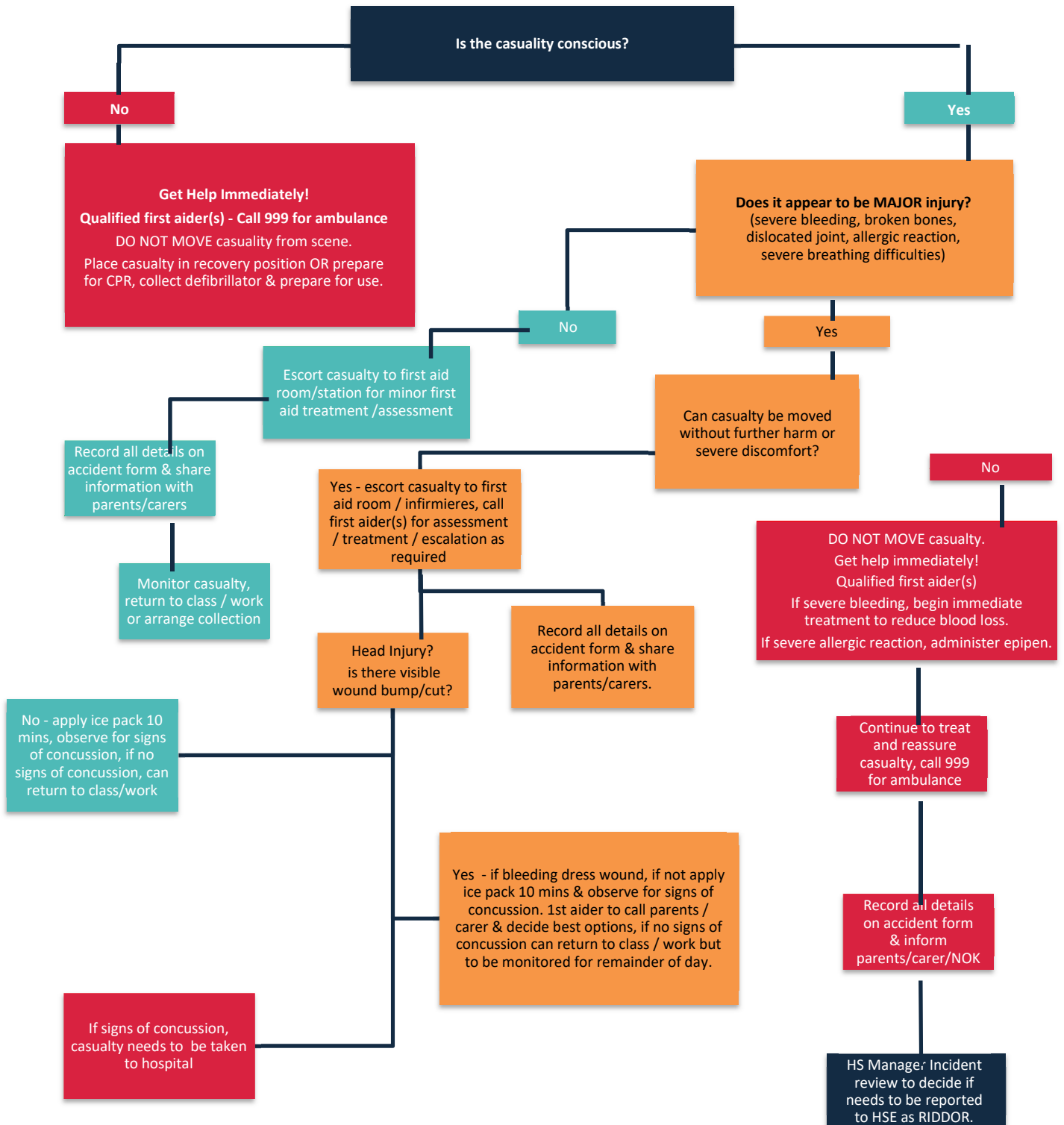
In the event of a significant sports-related injury off school premises, the following steps will be taken:

- Immediate assessment and provision of first aid at the point of injury.
- On completion of above, prompt referral to a medical centre as required, or phone 999 for emergency support depending on circumstances.
- Notification of parents/guardians.

7. Review and Reporting

- This policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation and current guidelines.
- The First Aid risk assessment also reviewed annually or earlier as required.

8. First Aid Incident Flowchart



9. Location of First Aid Equipment Defibrillators & First Aid Equipment

Please familiarise yourself with the location of defibrillators:

Site	Area	Exact location
South Kensington	Infirmery	Infirmery reception room
South Kensington	Chateaubriand building	Reception / right wall
South Kensington	Voltaire building	Main hall (N. 29 Cromwell Road entrance)
South Kensington	Moliere building	<i>Vie Scolaire</i> , 1 st floor
South Kensington	Victor Hugo building	<i>Secretariat</i> , 2 nd floor
South Kensington	Maurois building	<i>Vie Scolaire</i> , 1 st floor (opposite 913)
Ecole Marie d'Orliac	C Gate Entrance	<i>Vie Scolaire</i> , mezzanine
Ecole de Wix	School building	<i>Secretariat</i> (between 1 st and 2 nd floor)
Ecole Andre Malraux	Main building (primary)	By the sports hall door

The First aid equipment is managed by the Health & Safety Officer, in liaison with the school nurses and first aiders.