LYCÉE FRANÇAIS CHARLES DE GAULLE DE LONDRES

ÉTABLISSEMENT EN GESTION DIRECTE

aefe Agence pour l'enseignement français à l'étranger

First Aid Policy

Description

Staff and pupils can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

Associated Hazards

- Bodily injuries: blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height
- Illnesses: asthma, diabetes, epilepsy etc.

School's Responsibilities

Lycee Francais Charles de Gaulle will:

Carry out a first aid risk assessment for each area/building to identify:

- The level of First Aid cover required, e.g. 'First Aiders' (i.e. those who have either a First Aid at Work or Emergency First Aid at Work certificate) or 'Appointed Persons'. Consideration will be given to cover annual leave, sickness etc
- First aid equipment and facilities
- Emergency procedures
- Ensure staff are aware and kept aware of the first aid arrangements for each area
- Provide the minimum numbers of first aid personnel at all times
- Display the names in schoof trained First Aiders and the location of first aid kits
- Regularly monitor the contents of first aid kits and replenish stock
- Provide training and refresher training of First Aiders and Appointed Persons
- Dispose of contaminated waste properly
- Communication of above to all new and existing staff
- Ensure suitable grab bags are available to take out onto sports fields during events and in case of an accident.

First Aid Kits In Vehicles

Where staff and pupils travel in vehicles, the School will ensure that a first aid kit is allocated to the vehicle (where it must remain) rather than an individual. The contents of these first aid kits will be monitored to ensure that they are fully stocked and all dates on dressings are current.

First-Aiders Are Responsible For

- Undertaking an appropriate training course and, if required, attending refresher courses annually
- Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe
- Administering first aid as required and within their capabilities. Where there is any doubt, manage the situation while waiting for medical assistance to arrive.

Appointed Persons Are Responsible For

- Calling for the appropriate medical assistance
- Keeping first aid signs up to date and legible
- Ensuring first aid kits are checked regularly and contents are in date
- Notifying the designated person if there are any entries in the accident book.

Teacher's Responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, staff must:

- Co-operate with the School arrangements for first aid
- Know what the procedure is for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations.

Signature: ..... Date: 30 June 2020

Position: Headmaster Review date: June 2021

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