

First Aid Policy

Introduction

The American School in London is under a general duty to provide First Aid to employees, students, and visitors under the Health and Safety (First Aid) Regulations 1981. This Policy describes what facilities are in place.

Policy Statement

The ASL Health and Safety policy states that the School is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work. The School also recognizes its duty to provide adequate and appropriate first aid cover for day/overnight field trips. During school hours, ASL provides two full-time, registered nurses who are principally responsible for assessing and/or treating all ill or injured faculty, staff, pupils or visitors. Outside of school hours, the ASL security staff are designated Appointed Persons and will provide care and contact the emergency services when necessary.

First aid training

In accordance with HSE recommendations the School aims to ensure that faculty, staff, security staff, and sports coaches, receive training in adult and child first aid, emergency aid and defibrillation procedures regularly.

- Faculty and staff, who accompany ASL trips off campus, and all sports coaches *are required* to have had a First Aid and CPR course within the past two years. New employees will be trained during the August orientation week.
- **All** employees are encouraged to attend training every two years.
- Security staff are required to attend an HSE approved Appointed Persons or Emergency First Aid at work course which is a minimum 1 day course.
- Details of employees with first aid and CPR training will be maintained in Veracross as a Mandatory Training Event.

Course content of ASL's First Aid and CPR course: First aid and CPR training provided by ASL's medical department is designed to teach faculty and staff skills necessary to recognize and manage emergency and first aid situations, **until further medical help arrives.**

Participants must attend both the first aid and emergency aid sections of the class to complete the course. The course takes 4 hours to complete and includes the following: Primary Survey, Recovery Position, Rescue Breathing, CPR

(adult, child and infant) Defibrillation, Head and Spinal injuries, Choking, Fractures, Anaphylaxis, Asthma, Seizures, Burns, Bleeding, and Diabetes.

First aid boxes: The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for Schools':

<http://media.education.gov.uk/assets/files/pdf/g/gfas.pdf>

Field trip and traveling first aid kits: Traveling first aid boxes must accompany all field trips off the ASL campus and be carried at all times by a trip leader or designated adult chaperone.

***No medications will be provided in First Aid kits**

- Arrangements will be made for parental collection or emergency transport for a student that is ill or requires more medical intervention than a teacher with a basic first aid kit can be expected to provide.

Sports coaches must carry a first aid box to every practice and game. These boxes are supplied and maintained by the Athletics Department.

See Appendix 1 for locations of school building first aid boxes. Security staff will inspect and replenish the boxes weekly. For contents of first aid and traveling kits – see Appendix 2.

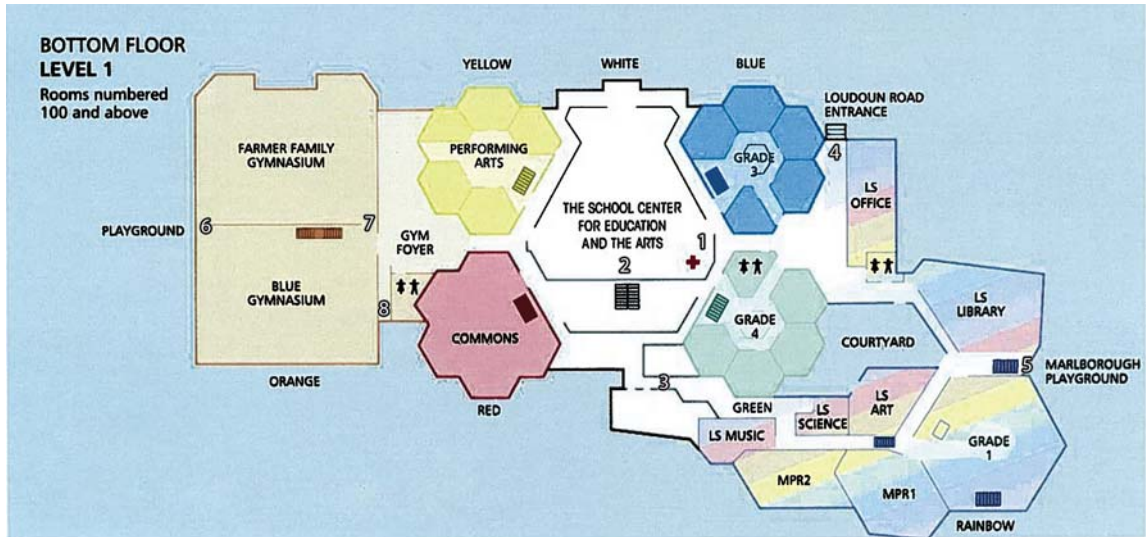
Accident reporting: All accidents resulting in a pupil, employee or visitor requiring further medical assessment, or dangerous occurrence that could result in a future accident must be reported to the medical department immediately.

Serious injury accidents - as defined by the HSE - will be recorded on the appropriate RIDDOR (Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995) forms and reported to the HSE by the Security and Safety Manager.

Accident report forms are available to all employees on the ASL website and in Conferences on Zimbra . Paper forms are available in all divisional offices, in the Athletic office, and in the Nurses' Office.

Accident reports must be saved for a minimum of 3 years.

APPENDIX 1: FIRST AID BOX LOCATIONS

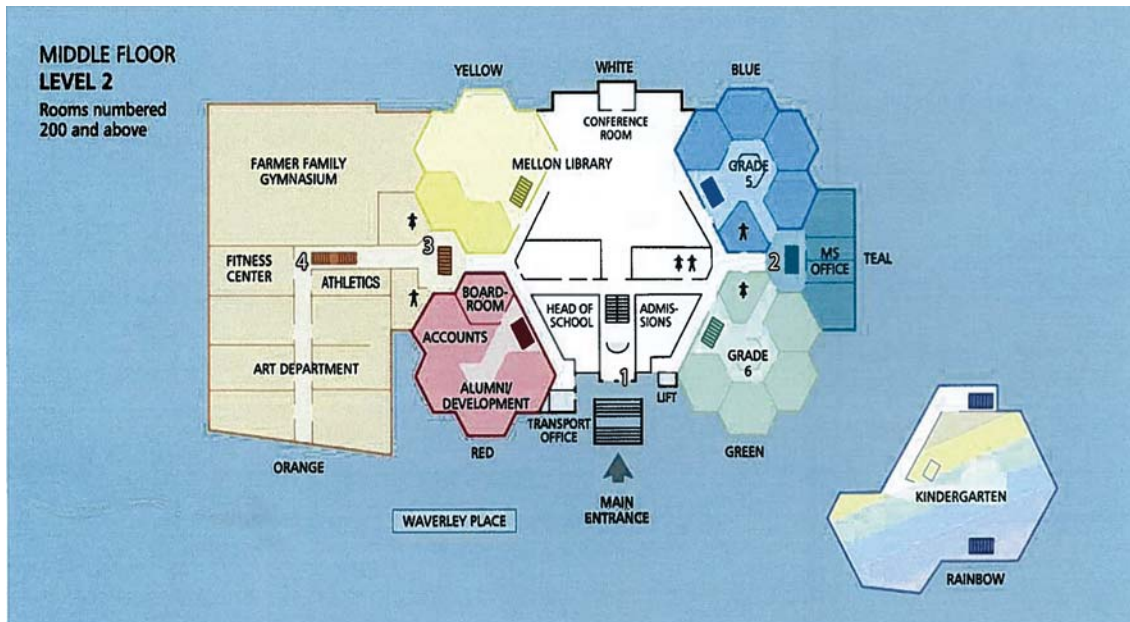


For urgent assistance please contact security on x1389
In an emergency dial 999

Level 1 First Aid Points

1. Medical Department
2. School Center (middle entrance)
3. Outside Bookstore
4. Loudoun Road entrance
5. Marlborough playground entrance
6. Waverley playground entrance
7. Entrance to gymnasiums (outside Farmer Gym)
8. Entrance to boiler house (second kit in tank room)

Science and creative arts are provided with first aid boxes and eye wash stations deemed appropriate for departmental needs.

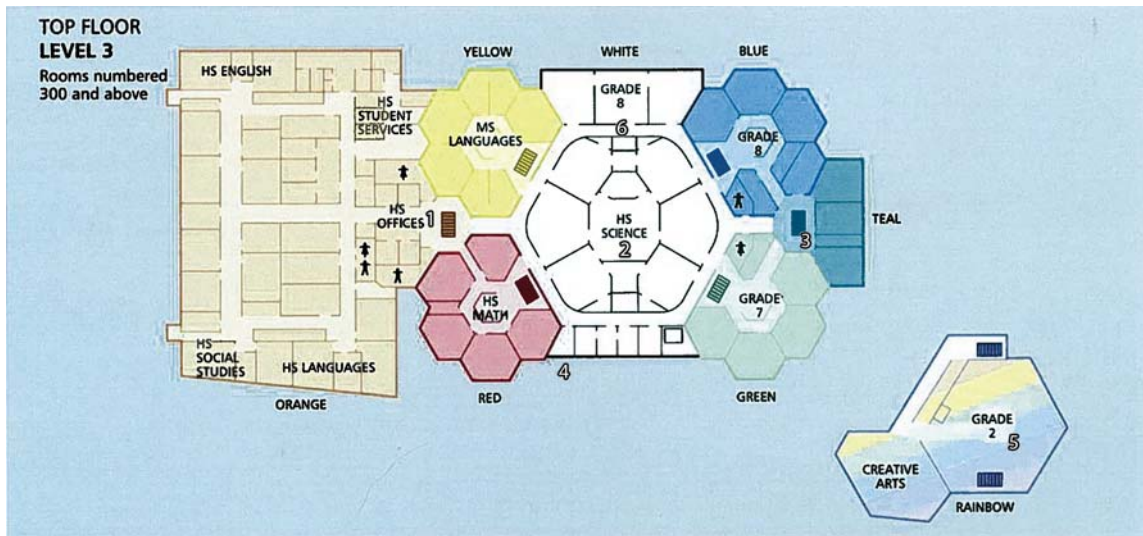


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 In an emergency dial 999 for an ambulance

Level 2 First Aid Points

1. Waverley Place entrance
2. Outside MS Office
3. Outside Staff Room
4. Outside Fitness Center

Science and creative arts are provided with first aid boxes and eye wash stations deemed appropriate for departmental needs.



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In an emergency dial 999

Level 3 First Aid Points

1. Outside HS Office
2. HS science labs prep area
3. Top of Teal staircase
4. Plant room 3
5. Top Rainbow
6. Outside MS science

The science department has an emergency shower facility to treat potential burn/chemical casualties.

Science and creative arts are provided with first aid boxes and eye wash stations deemed appropriate for departmental needs.

APPENDIX 2

Field trip and traveling first aid kits contents

CPR mouth cover
Bandages – various
Triangular bandages
Sterile eye pads
Sterile dressings – various
Antiseptic wipes
Band-aids/Plasters
Thermometer
Instant ice pack
Disposable gloves
First aid scissors
Normal saline
Safety pins

Accident report form

First aid guidance leaflet