

The American School in London

First Aid Policy

The current version of any policy, procedure, protocol or guideline is the version held on the ASL website. It is the responsibility of all employees to ensure that they are following the most up-to-date version.

Responsible party	Operations manager
Approved by	Board of Trustees
Approval date	Approved October 2022
Next review date	October 2024

First-Aid Policy

Introduction

The American School in London (ASL) is obliged to provide first aid to employees, students and visitors under the Health and Safety (First-Aid) Regulations 1981. This policy describes the facilities in place.

Policy statement

The ASL Health and Safety Policy states that the School is committed to ensuring that sufficient numbers of first-aid personnel are available to deal with accidents and injuries occurring on campus. 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 ill or injured employees, students 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. Aquatic & Fitness Center staff are also able to provide first aid and emergency rescues.

First-aid training

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

- Employees, who accompany ASL trips off campus, and all sports coaches *are required* to have attended a first-aid and CPR awareness course within the past two years. New employees will be trained during orientation week in August.
- All employees are encouraged to attend awareness training every two years.
- Security staff are required to attend an HSE-approved appointed person or emergency first-aid-at-work course that lasts a minimum of one day.
- Details of employees with first-aid and CPR training will be recorded in HR Select as a mandatory training event.
- Aquatic & Fitness Center staff undergo monthly training and must renew their Royal Life Saving Society (RLSS) qualification every two years.

The 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 employees skills necessary to recognize and manage emergency and first-aid situations **until further medical help arrives.**

The course lasts four hours and includes a 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 kits

The School will provide materials, equipment and facilities as set out in DfEE ['Guidance on First Aid for Schools.'](#) Travel first-aid kits must be carried by a trip leader or designated adult chaperone at all times on off-campus field trips.

NB: No medications will be provided in first-aid kits

If a student becomes ill and/or requires more medical intervention than the accompanying teacher/chaperone is able to provide, arrangements will be made for parents to collect the student. Failing this, emergency transportation will be provided.

Sports coaches must carry a first-aid kit to every practice and game. These are supplied and maintained by the athletics department.

Accident reporting

All accidents resulting in a student, employee or visitor requiring further medical assessment (or dangerous occurrence that might cause an accident in the future) must be reported immediately using the accident and near miss form.

Accidents causing serious injury, 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 operations

manager. Accident report and near miss forms are available on the employee portal and must be saved for a minimum of three years.

First-aid kit locations

Each department and division is responsible for its own first-aid kits, which should be checked and maintained on a regular basis. Additional supplies can be collected from the nurses' office. A list of first-aid kit locations and the person/s responsible for them is available on request.

Science and creative arts areas are provided with first-aid kits and eye-wash stations appropriate for departmental needs.

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.

First-aid kits contents

- CPR mouth cover
- Bandages—various
- Triangular bandages
- Sterile eye pads
- Sterile dressings—various
- Antiseptic wipes
- Band-aids/plasters
- Instant ice pack
- Disposable gloves
- Normal saline
- Accident report form
- First-aid guidance leaflet