

**Collège Français Bilingue de Londres
(The "School")**

First Aid Policy

Authorised by:	The Board of Governors of CFBL
On:	WR 22 January 2025
Frequency of review:	Annually and / or following changes in applicable regulations if sooner
Next review:	January 2026
Circulation:	Governors/Staff/Volunteers: automatically Parents: School website and upon request

1. Introduction

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy is reviewed annually.

Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999 (Amendments added 2003/2006) and comply with 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 and
 - the First aid in schools, early years and further education guidance;
- To ensure that first aid provision is available at all times while people are on School premises, and also off the premises whilst on School trips.

Objectives

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the School
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the Health & Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

2. Roles and responsibilities

The Board of Governors is responsible for the health and safety of CFBL's employees and anyone else on the premises. This includes all members of the management team, teachers, non-teaching staff, pupils and visitors (including contractors).

With respect to first aid arrangements, the board of governors ensures that:

- first aid need assessments of the School and its activities are undertaken;
- appointments, training and resources for first aid arrangements are appropriate and in place,
- insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

This does not limit or prevent any liability claims that CFBL may have against any person on its premises.

The Headteacher has primary responsibility for health and safety matters on the premises and is directly responsible to the Board for the functioning of the School's activities.

The Head of Finance & Administration is the Health and Safety Coordinator for the School, reporting to the Headteacher. She is responsible for putting this policy into practice and for developing detailed procedures. She ensures that this policy and information on the School's arrangements for first aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

The School Nurse is a trained First Aider (course approved by the HSE and kept updated). She is the Dedicated First Aider for the School. She will:

- Take charge when someone is injured or becomes ill,
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school,
- Look after the first aid equipment. With the AEDs, she restocks all first aid boxes as described in 4. below,
- Ensure that an ambulance or other professional medical help is summoned or that a parent (or a member of staff) will accompany a pupil to Accident & Emergency services on a timely basis, when necessary.

If the School Nurse is absent, teaching assistants and students' supervisors are trained in how to deal with injured pupils, until the School Nurse is available and takes charge.

In selecting a School Nurse, the Headteacher considers the person's:

- Reliability and communication skills,
- Aptitude and ability to absorb new knowledge and learn new skills,
- Ability to cope with stressful and physically demanding emergency procedures,
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

3. Procedures

3.1 First Aid Needs Assessment

The School carries out first aid needs assessments to help inform this policy and decide on appropriate resources, appointments and trainings.

In doing so, it considers if the provision is enough to ensure that first aid can be administered without delay should the occasion arise, and is available at all times. This means that arrangements take account of absences of a first aider, in particular the absence of the dedicated first aider, and reflect alternative work practices. First aid needs are reviewed after any major changes such as changes to staff or premises, to make sure provision remains appropriate.

3.2 Annual review of first-aid provision

Reviews of this risk assessment are carried out at least annually and when circumstances alter, by the Health & Safety Coordinator and the School Nurse, to help inform this policy. Recommendations on measures needed to prevent or control identified risks are then forwarded to the Headteacher.

This annual review is supported by the review of the record of all incidents dealt with by first aiders, specific medical conditions or disabilities of staff and pupils as per the medical form filled by the staff the families on Eduka , and information from health and safety risk assessments. Identifying the likely causes of accidents or injuries will help the Headteacher to work out the type, quantity, and location of first aid equipment needed, and the facilities and personnel required. The needs of pupils, students and visitors are considered alongside the needs of employees when making such assessments and when putting in place appropriate first aid provision.

As part of the School's annual monitoring and evaluation cycle:

- The H&S trustees and/or the Headteacher review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.
- The HR department monitors the number of trained first aiders, alerts them to the need for refresher courses and organizes their training sessions. A list of trained first aiders is available from the HR department and is also available on the Shared Drive > H&S > First aid.

3.3 Providing information

The Headteacher will ensure that staff, parents and children are informed about the School's first-aid arrangements.

The Health and Safety Coordinator or the School Nurse will:

- Provide information packs/school procedures training for new staff as part of their induction programme;
- Maintain a first-aid file, notice board and related medical documentation for when needed;
- Review basic medical procedures & practices as needed in school, as requested;
- Alert staff during a specific outbreak of illness in school re management & procedures in place;
- Give all staff information on the location of equipment, facilities, and first-aid personnel;
- Provide regular information and updates for parents in regard to any outbreak of illness in school.

4. **Provision**

4.1 How many first-aid personnel are required?

The Headteacher will consider the findings of the risk assessment in deciding the number of first-aid personnel required at the School. The School is considered to be a relatively low risk environment, but the Headteacher, Health & Safety Coordinator and Deputy Heads will consider the needs of specific times, places and activities in deciding on their provision.

In particular, they will consider:

- Off-site PE;
- School trips (a first aider (paediatric first aid for EYFS pupils) accompany pupils on visits out of school);
- Science labs;
- DT/Art rooms;
- Playground;
- Adequate provision in case of absence, including trips;
- Out-of-hours provision e.g. clubs, events.

Arrangements should be made to ensure that the required level of cover of First Aiders and Pediatric First Aiders is available at all times when people are on school premises.

4.2 First Aiders

First Aiders are expected to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the School or on educational visits
- when appropriate, ensure that an ambulance or other professional medical help is called.

The School Nurse: CFBL employs one full time School Nurse. She cares for, treats and advises students, staff and parents.

The School Nurse is the dedicated qualified First Aider for the School.

In the absence of the regular School Nurse, provision will be made for appropriate cover, with staff who have the Life support/Appointed person First aid course as approved by the Health and Safety (First Aid regulation 1981).

Other First Aiders: The recommended number of certified first aiders is one per 100 pupils/staff. There is at least one First Aider per Key stage and all members of the PE, Art, Science departments plus three members of our Catering team (called "MDP"), the Clubs Manager and Garderie Manager are trained in first aid by a competent provider.

Qualifications and Training: The dedicated First Aider and all other First Aiders have a valid certificate of competence in First Aid, issued by a competent organisation. First Aiders undertake annual refresher training to maintain their basic skills and keep up to date with any changes in procedures.

The dedicated First Aider and some of the other First Aiders (but not all) have received specialist training in paediatric first aid. Refreshers are arranged in a three-year cycle.

Basic first aid training is provided to all members of staff who volunteer to follow this training.

The HR department keeps a record of the need for staff's first aid training and paediatric first aid training and organises the necessary training sessions from a competent training provider. A list of paediatric/adult first aiders is available from the HR department and on the Shared drive > H&S > First Aid.

4.3 All Staff

All CFBL staff, even when not first aid trained, are responsible for:

- summoning a qualified first aider (or, if the pupil/staff is capable, arranging for him/her to be taken to a first aider) in the event of a student/staff having an accident, sustaining an injury or being taken ill;
- whilst awaiting for the arrival of a first aider, act 'as a reasonable parent/person would act' in providing care and support to the pupil/staff.

4.4 First-aid materials, equipment and facilities

The Headteacher must ensure that the appropriate number of first-aid kits according to the first aid needs assessment of the School and its activities are available. First aid kits are located as set out below and in Annex B. All first-aid kits are marked with a white cross on a green background.

The HSE recommends the following contents:

- adhesive hypoallergenic plasters
- triangular bandages (slings)
- cleaning wipes
- sterile eye pads
- large and medium sized unmedicated dressings
- disposable gloves

The content of the first aid kits will also be determined by the risk assessment of the area and / or activity they are used for.

Spare stocks are kept in school.

Responsibility for checking and restocking the first-aid kits:

- In school, all playground supervisors (AEDs and teaching assistants) as soon as they use the kits, teachers and teaching assistants on a fortnightly basis and the School Nurse on a termly basis.
- Teachers before each outing.
- On buses, the transport manager.
- For off-site PE, the Head of the PE department.

Location first aid kits

First aid kits should be kept near hand-washing facilities. At CFBL, first aid kits are located in the following areas:

- nurse's office,
- vie scolaire office,
- head of primary office,
- Clubs office
- Cantine
- premises manager office,

- sciences labs

First aid kits must be taken to any external events, including PE (first aid kits must accompany PE teachers off-site) and all school trips.

The school buses must also carry their own first aid kits (provided by the company).

Anaphylaxis emergency boxes:

The Human Medicines Regulations 2017 allows schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis.

Two spare emergency anaphylactic kits are available within the School. They are in the canteen, hung on the wall and readily available for trained members of staff but out of reach of small children. These boxes contain:

- antihistamine syrup
- 2 AAI each: 2 injectors of 150 mcg for children under 30Kg and 2 injectors of 300 mcg for children weighing more than 30Kg
- anaphylaxis action chart
- salbutamol inhaler

The box with the smaller dose of adrenaline is on the RIGHT-hand side of the canteen and the box with the higher dose on the LEFT-hand side.

Four small emergency anaphylactic kits have been supplied to each Team member of the PE department and two anaphylactic emergency kits were included in the first aid kits of the Club department. These kits should be taken by the person responsible for a Club taking place outside of CFBL.

Each kit includes:

- 2 AAI: 1 injectors of 150 mcg for children under 30Kg and 1 injectors of 300 mcg for children weighing more than 30Kg
- 1 salbutamol inhaler

A list of trained members is available from the School Nurse. In addition, the School Nurse holds a training session at the beginning of each school year (inset day) to remind pupils supervisors and lunch supervisors how to use emergency anaphylactic kits if the need arises.

Automated External Defibrillator (AED)

There is a fully automated external defibrillator (AED) situated in the Infirmary. It is designed to be used by anyone and does not require any specific training; automated verbal and visual commands are provided during usage. Hands-on training will be provided through the Paediatric First Aid/Emergency First Aid at Work training sessions which the majority of staff attend every three years.

4.5 Accommodation

The School provides a suitable room for medical treatment and care of children during school hours. This needs not be a dedicated area but should be close to a lavatory and contains a washbasin.

4.6 Hygiene/Infection control

Basic hygiene procedures must be followed by staff.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places.

4.7 Reporting accidents / RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some accidents must be reported to the Health & Safety Executive. See HSE guidance incident reporting in schools available at: <https://www.hse.gov.uk/pubns/edis1.pdf>.

The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE:

Involving employees or self-employed people working on the premises:

- accidents resulting in death or specified injury (including as a result of physical violence), without delay;
- accident which prevent the injured person from doing their normal work for more than seven days, within 15 days of the accident;
- certain occupational diseases, when the School receives a written diagnosis from a doctor.

Involving pupils and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital for treatment **and** the accident arises out of or in connection with work activity (directly from the way the school undertakes a work activity).

Please refer to the following HSE guidance for more details on when to report:

<https://www.hse.gov.uk/riddor/types-of-reportable-incidents.htm>
<https://www.hse.gov.uk/riddor/key-definitions.htm#work-related>

The HSE must be notified of fatal and major injuries and occurrences without delay.

The Headteacher is responsible for ensuring this happens, but may delegate the duty to the School Nurse.

The Headteacher/School Nurse must report online at www.hse.gov.uk/riddor and complete the appropriate online form. The form will then be submitted directly to the RIDDOR database and the Headteacher/School Nurse will receive a copy for their records. This copy will be stored in the CFBL database

4.8 Reporting incidents

The Headteacher ensures that a record is kept of any first aid treatment given by first aiders. This record includes:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident.

The Headteacher has in place procedures for ensuring that parents are informed of significant incidents:

- First aid treatment is recorded by the School Nurse on Pronote. Parents of secondary pupils get the information on their Pronote account whilst parents of primary pupils are notified of visits to the Nurse by email (Ouch report sent to parents when a child required first aid treatment).
- In case of a serious accident where medical assistance is needed, parents are called and asked to come and seek medical attention from their GP/Dentist/nearest A&E department. The Health and Safety Coordinator, with the assistance of the School Nurse must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of seven years**. (see DSS The Accident Book BI 510).

Reporting of RIDDOR incidents is described in 4.7 above.

4.9 Calling an ambulance

The NHS London Ambulance Service guidelines indicate that 999 should only be called for “Life-threatening emergencies”. See Protocols attached as Annex A.

The School policy in the case of injuries which are not life threatening is to call the parents who will generally collect the pupil and take them to their GP or to A&E as appropriate. If none of the parents answer the call, the School will call 111 and follow their advice.

5. Monitoring

The Headteacher, Health & Safety Coordinator and School Nurse regularly review and analyze accident records to identify trends and areas for improvement, and identify training or other needs.

They report to the H&S Committee.

Infirmity statistics are provided to the Board of governors at least once a term.




Last review by management: February 2025

Related policies:

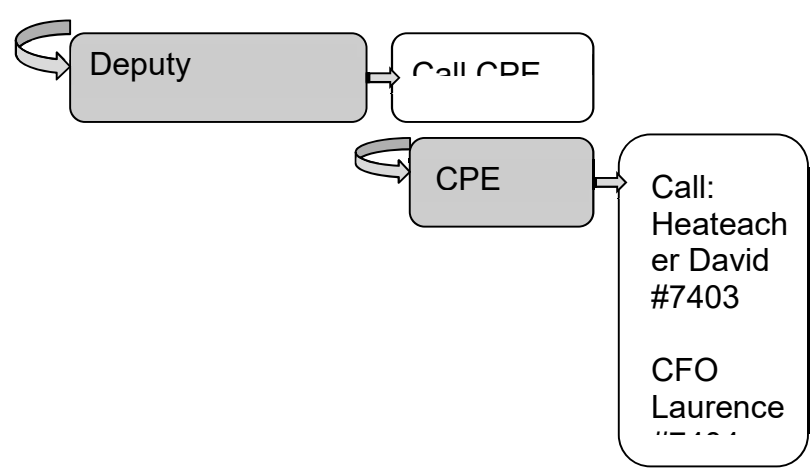
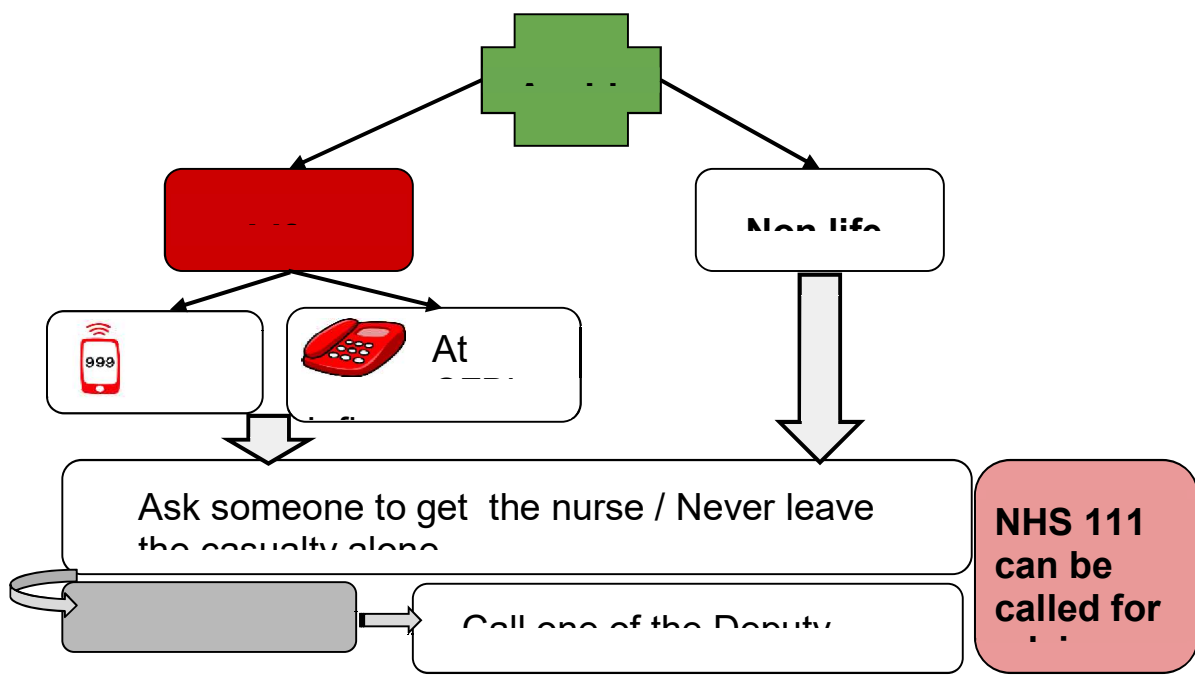
Health & safety policy

Risk assessment policy






Annex A – Protocol on calling emergency services

	 Ambulance required 999 from mobile phone 999 from fixed line	 Ambulance not required but Doctor / Hospital visit necessary	 Dealt with at school by first aider / school nurse
<p>When?</p>	<p>Unconsciousness - if not breathing (start CPR and ask someone to call 999)</p> <p>Breathing difficulties</p> <ul style="list-style-type: none"> ➤ Sudden on a non- asthmatic person and not triggered by exercise ➤ On a asthmatic person, if no improvement after salbutamol (up to 10 puffs) <p>Serious open wound with heavy bleeding (puddle of blood)</p> <p>Suspected skull fracture</p> <p>Severe head injury: lack of coordination, disturbance of speech, unequal size of the pupils, repeated vomiting, neck pain or stiffness, confusion, extreme sleepiness</p> <p>Weakness or paralysis (think Stroke)</p> <p>Fitting and seizures</p> <ul style="list-style-type: none"> ➤ if it is the first time ➤ If lasting more than 5 minutes <p>Serious anaphylactic reaction</p> <ul style="list-style-type: none"> ➤ rapid swelling / fainting/ hard to breathe ➤ give adrenaline (AAI) <p>Severe chest pain, heaviness, tightness across the chest</p>	<p>Suspicion of broken limb</p> <p>Sprains and strains</p> <p>Cut requiring stitches or glue - bleeding controlled with dressing / bandage and no serious signs of head injury</p> <p>Severe burns</p> <p>Choking (relieved by Heimlich manoeuvre)</p> <p>Burns</p> <ul style="list-style-type: none"> ➤ 2nd or 3rd degree burn ➤ larger than casualty's palm 	<p>Minor injuries:</p> <ul style="list-style-type: none"> ➤ cuts, ➤ grazes, ➤ bruises ➤ fall <p>Dizziness / Vasovagal syncope (think lack of sugar, dehydration, intense emotions)</p> <p>Minor burns</p> <p>Panic attacks</p> <p>Asthma - relieved by inhaler</p> <p>Tummy ache In case of vomiting, call parents for collection (48hrs of school eviction)</p> <p>Fever - call parents for collection</p> <p>Headache, earache, toothache Assess and call parents if persistent</p> <p>Eye irritation</p> <p>Skin irritation</p>

	<p>Choking</p> <p>Limp and floppy, unable to stay awake</p> <p>Blue, grey or blotchy skin, tongue or lips</p> <p>Severe hyper / hypoglycemia</p> <p>Ingestion of caustic products</p> <p>Sucide attempt</p>		
<p>What to do?</p>	<p>Provide the following information:</p> <ul style="list-style-type: none"> ➤ The location of the emergency - CFBL, 87 Holmes Road, London NW5 3AX ➤ Phone number: 02079937400 (Reception) / 02079937411 (infirmary) / Own mobile number ➤ What happened: <ul style="list-style-type: none"> ★ facts only ★ Age of the casualty ★ Time of the incident ★ Actions done ★ Any deterioration / change of condition 	<ul style="list-style-type: none"> ➤ Provide first aid / bring child to the infirmary / contact the school nurse ➤ NHS 111 can be called for advice (9-111 from a CFBL landline: infirmary, reception, direction) ➤ Call parents ➤ Discuss arrangements to take the child to A&E / Urgent care centre / GP ➤ Fill in accident report sheet if not done by school nurse 	<ul style="list-style-type: none"> ➤ Provide first aid / bring child to the infirmary / contact the school nurse ➤ NHS 111 can be called for advice (9-111 from a CFBL landline: infirmary, reception, direction) ➤ Inform parents by filling the accident report sheet (if not done so by school nurse)



Annex B - Emergency medicines - where to get them

At CFBL		School trips	PE session / Clubs outside CFBL
Infirmary	Canteen		
<p>For pupils with PAI, head to the open shelves in the infirmary.</p> <p>PAI and medicines: ➤ kept in blue or red medicine bag</p> <p>➤ sorted by class / school year</p>  	<p>2 emergency anaphylaxis kits</p> <ul style="list-style-type: none"> • For children up to 30Kg: <ul style="list-style-type: none"> ➤ 2 AAI* 0.15mcg ➤ 1 bottle of antihistamine ➤ 1 salbutamol inhaler ➤ Action card • For children over 30 Kg: <ul style="list-style-type: none"> ➤ 2 AAI* 0.15mcg ➤ 1 bottle of antihistamine ➤ 1 salbutamol inhaler ➤ Action card 	<p>The member of staff responsible for the outing must take:</p> <ul style="list-style-type: none"> ➤ Class / school year medicine bag to be taken (red / blue, on the infirmary shelves). Contains PAI and medicine ➤ Green first aid kit 	<p>Emergency medicine kit containing:</p> <ul style="list-style-type: none"> ➤ 1 AAI* 0.15mcg ➤ 1 AAI* 0.3mcg ➤ 1 salbutamol inhaler ➤ Action card 
<p>Key holders:</p> <ul style="list-style-type: none"> ➤ Elodie Malard (nurse, #7411) ➤ Marjorie Lacassagne (deputy headteacher, #7418) ➤ Anne Boachie (Receptionist, #7402) ➤ Julien Castel (Club, #7417) 	<p>Free access</p> <p>Hung on the wall (out of reach of children)</p> <ul style="list-style-type: none"> ➤ Right-hand side (early years/maternelles) ➤ Left-hand side (college), by the door between canteen and courtyard 	<p>Inform nurse prior to trip who will get the bags ready for the day</p> <p>Place the 2 kits in a backpack or in a CFBL tote bag</p> <p>The member of staff is held responsible for looking after these bags - do not hand over to chaperones</p>	<p>Kit holders:</p> <ul style="list-style-type: none"> ➤ Each staff member of the PE team ➤ Placed in first aid kits for club sessions held outside CFBL 2 kits available in Club manager office (Ophelie Barnett, #7417)

*AAI: Adrenaline Auto-Injector (Epipen, Jext, Emerald)