



Centre of English Studies Leeds

First Aid Policy

Mission statement

It is our aim to provide the highest level of English language instruction possible in a safe and secure environment.

Policy Statement.

Centre of English Studies accepts its responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, students and visitors within the school. The school is committed to reporting accidents and recognises its statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences.

Signed _____
Principal

In particular, the policy:

- places a duty on the senior management of the school to approve, implement and review the policy.
- places individual duties on named employees.
- requires the reporting, recording and where appropriate the investigation all accidents.
- requires the recording of all occasions when first aid is administered to employees, students and visitors.
- requires the provision of equipment and materials to carry out first aid treatment.
- requires arrangements to be made to provide training to employees, and to maintain a record of that training.
- establishes a procedure for managing accidents in school which require First Aid treatment.
- provides information to employees on the arrangements for First Aid.

Arrangements for First Aid

Materials, equipment and facilities.

The school will provide materials, equipment and facilities so that the policy may be fully implemented

The location of first aid kits in school are:

- Staff Room

Appointed persons for First Aid is Lynn Dockery. Robert Tuck is responsible for ensuring all first aid kits are replaced regularly.

Information on First Aid arrangements

CES will ensure that signs are displayed throughout the school buildings providing the following information:

- names of employees with first aid qualifications.
- Location of first aid box

All members of staff will be made aware of the school's first aid policy.

Accident Reporting

All first aid incidents will be recorded by the first aider concerned in an incident book.

Student/employee accidents involving the head

Accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. If the first aider considers it necessary, the person involved should be referred to the A&E Department of Leeds General Infirmary.

Transport to hospital or home

- The first aider will determine what is reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent/agent will be called or otherwise informed by the Registrar.

If the school makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.