



LONDON ACADEMY  
أكاديمية لندن

## Mission Statement

### #We are the Future

- To empower children with 21st century skills.
- To provide a happy, safe, and caring environment in which all individuals feel connected and respected thus empowering them to reach their fullest potential.
- To promote learning through project-based learning and technology-based tools.
- To deliver an exciting and vibrant curriculum while having serious fun.
- To enrich the curriculum with extra-curricular activities and physical learning environments.
- To encourage each child to develop high self-esteem and, in doing so, learn to respect others.
- To be partners with parents and families to share the responsibility for developing their children educationally, morally, spiritually, and socially.

## Policy Review Summer 2023

London Academy is committed to providing a safe and healthy environment for all students, staff, and visitors.

This First Aid Policy outlines the procedures and guidelines to be followed in case of accidents, injuries, or medical emergencies that may occur within the school premises or during school-sponsored activities. The policy aims to ensure the prompt and appropriate delivery of first aid and medical care to individuals in need.

### 1. First Aid Responsibilities:

1.1. Designated First Aid Providers: The school will appoint and train a team of designated first aid providers who will be responsible for administering first aid and initial medical care when required. These individuals will possess valid first aid certifications and will receive regular training updates.

Name	Department	Location
Ghizlane EL Ghazi	Nurse	Medical Room

*In accordance with the UK Education Act, schools must have arrangements in place for the provision of first aid and medical care.*

1.2. School Staff Awareness: All school staff members will receive basic first aid awareness training to recognize and respond appropriately to emergencies, while understanding the importance of notifying the designated first aid providers.

1.3. Communication and Emergency Contacts: The school will maintain an updated list of emergency contacts, including parents/guardians, local emergency services, and nearby medical facilities. This information will be readily accessible to the designated first aid providers and staff.

## **2. First Aid Facilities:**

2.1. First Aid Room: The school will provide a designated first aid room equipped with basic first aid supplies, such as bandages, dressings, antiseptics, disposable gloves, and an automated external defibrillator (AED), if required. The first aid room will be easily accessible, well-lit, and maintained in a clean and organized manner.

2.2. First Aid Kits: First aid kits will be available in key locations throughout the school, including, laboratories, sports facilities, and administrative offices. These kits will be regularly inspected, replenished, and clearly labelled for easy identification.

## **3. Incident Reporting and Documentation:**

3.1. Incident Reporting: Any accident, injury, or medical emergency that occurs on the school premises or during school-sponsored activities must be reported to the designated first aid providers or school administration immediately. Timely reporting is essential to ensure appropriate care and follow-up measures.

*In accordance with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations, schools must report certain incidents, injuries, and diseases to the appropriate enforcing authority.*

3.2. Documentation: Accurate records of all incidents, first aid interventions, and medical treatments provided will be maintained in a confidential manner. This information will assist in assessing the effectiveness of the school's first aid provision, identifying recurring issues, and facilitating communication with parents/guardians, healthcare professionals, or relevant authorities, if required.

*In accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act, schools must handle personal data, including medical records, in accordance with data protection principles.*

#### **4. Emergency Evacuation and Procedures:**

4.1. Emergency Preparedness: The school will develop and regularly review emergency response plans and procedures in coordination with local emergency services. These plans will encompass various scenarios, including natural disasters, fires, and other emergencies, while accounting for the specific needs of students, staff, and visitors.

4.2. Training and Drills: Periodic drills and training sessions will be conducted to familiarize students, staff, and designated first aid providers with emergency evacuation procedures, including the use of emergency exits, assembly points, and communication protocols.

*In accordance with fire safety regulations, such as the Regulatory Reform (Fire Safety) Order, schools are required to have emergency evacuation plans and procedures.*

#### **5. Parent/Guardian Communication:**

5.1. Notification: In the event of a significant accident, injury, or medical emergency involving a student, parents/guardians will be promptly notified by the school administration or designated staff members.

5.2. Consent Forms: Prior to a student's enrolment, parents/guardians will be requested to provide updated emergency contact information and sign consent forms authorizing the school to administer first aid and seek appropriate medical care, if necessary, on behalf of their child.

Review and Evaluation: This First Aid Policy will be reviewed periodically, at least once a year, to ensure its effectiveness, relevance, and compliance with best practices and local regulations. Feedback from designated first aid providers, staff members, parents/guardians, and relevant stakeholders will be taken