



# Základní škola a Gymnázium Leonardo da Vinci Academy

## First Aid Policy

### Purpose

Základní škola a Gymnázium Leonardo da Vinci Academy aims to provide a level of First Aid cover and expertise that ensures a swift and competent response to any accident or illness suffered by a pupil or member of staff while they are in school or engaged in a School activity off-site.

### Specific Hazards

Specific Hazards include higher risk activities such as residential trips, special events and sporting activities. Specific risk assessments are carried out as appropriate, including consideration of whether a qualified first-aider's attendance is needed.

### Accidents/Incidents

All accidents/incidents must be reported to the school Principal including details of the events leading up to the incident, and nature of the injury. LDVA aims to be as transparent as possible, self-reflecting upon any incidents and evaluating what could prevent future issues.

### Training

A qualified first aider is present on the school site at all times. Staff at the beginning of the year undergo first aid training. All physical education staff are first aid trained.

### First Aid Equipment

A first aid kit is present in the main classroom on the 8<sup>th</sup> floor. An additional first aid kit is present at the reception of SPACES. Any member of staff who uses the first aid kit must ensure that the Principal is informed so supplied can be replenished.

### Procedure for Reacting to Illness or Injury

**In an extreme emergency, an ambulance should be called immediately by calling 112, followed by any first-aiders available. Normally, however, the procedure will be as follows:**

- If a member of staff needs assistance or advice in dealing with a person who is injured or ill, the first point of contact is the Principal on 723800556
- If a member of staff is in charge of a group of pupils when such a situation arises, they should normally stay with the patient, and ask a student to call the Principal or nearby member of staff for assistance.