



First Aid Policy

Authority

This policy has been prepared in accordance with DfE Guidance on First Aid in Schools. Its status is advisory only. It is available to Parents/Guardians, prospective Parents/Guardians and pupils via the Website and to all members of school staff via the Staff Handbook.

It is designed to comply with the common law and 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. This policy is also designed to comply with the School's duties to pupils and visitors and Paragraph 13 of the Education (Independent School Standards) Regulations 2014.

Nothing in this policy affects the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should **dial 194** for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services at the site of the incident.

Definition

"First Aid" means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse, as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. First Aid does not generally include giving tablets or medicines to treat illness.

This policy outlines the school's responsibility to provide safe, appropriate, first aid (the initial assistance or treatment given to someone who is injured or suddenly taken ill), or medical care to day pupils, staff, Parents/Guardians and visitors to ensure best practice.

It includes arrangements for first aid within the school environment and for activities off site involving pupils and members of staff. It will be available for all staff, pupils and Parents/Guardians to access on the school website. Where more than basic first aid is required the parent/guardian of the pupil will be notified as soon as possible. Consent to administer first aid is obtained from parent/guardians on admission to the school.

This policy also covers the EYFS for administering medicines, including systems for obtaining information about a child's needs for medicines and for keeping this information up to date.

Responsibilities

The school, both as an employer, and in providing appropriate care for pupils and visitors, through its Governors, has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel and for ensuring that the correct First Aid procedures are followed.

The Principal is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.



Medical Facilities

Primary School (including EYFS) - There is a dedicated medical area in the lower Primary School Staff room and the Upper Primary Kitchen that allows children with minor injuries and illness to be cared for during the school day. They are equipped with a sink, and lockable cabinet.

Secondary School –There is a dedicated medical area in the lower Secondary School in the staff room and in the Upper Secondary School in the school office.

Medical Personnel

First Aiders (Including EYFS)

The school will ensure that a member of staff with a Health and Safety Executive (HSE) recognised Paediatric First Aid qualification is always available to children in the pre-prep age group in school and on trips, thus complying with Early Years legislation.

A comprehensive list of First Aid qualified staff is included in this document.

Asja Radojlovic: School Nurse with 19 Years' experience (Year 4 Assistant)

Bojana Reljic: Paediatric Nurse (Foundation Assistant)

Ankica Orescanin: Paediatric Nurse (Year 6 assistant)

Sanja Lederer: Nursery Nurse Serbian Qualification includes training as a regular nurse within a hospital (Reception Assistant)

Security staff:

Aleksandar Cvetkovic Uzicka (Foundation and KS1)

Andrej Vujicic Iliciceva (KS2)

Vojislav Kovacevic Palackova (KS3)

Sinisa Borovic Smetanina (KS4 and KS5)

First Aid Training

All first aid training and requalification courses will be coordinated by the Directors. First aid training for each first aider will be updated every 3 years. The Directors keep all records of First Aid training.

Chronic Illness and Emergency Care Training

If a child joins the School with specific medical needs, then staff training will be organised as part of the Individual Health Care Planning process.

First Aid Training - EYFS Requirements

The Principal will arrange Paediatric first aid courses and refreshers ensuring they are EYFS compliant as described in EYFS Practice Guidance.

First Aid Training Record

This will be maintained by the Principal.



First Aid Boxes

The Principal is responsible for ensuring that all First Aid Boxes meet statutory requirements. All First Aid Boxes are checked fortnightly. If a first aid box is used, then the first aider must restock the items removed.

First Aid Boxes - EYFS Requirements

EYFS first aid boxes are stocked appropriately for the age of the children they are to be used for. First Aid boxes are located in the following area: upper and lower secondary school-office and chemistry lab; Infant school-security desk; upper primary school-on each floor.

It is an EYFS requirement that staff bringing medication to school, for example paracetamol, must keep it in a place inaccessible to children, for example in a locked cupboard, not in e.g. a handbag brought into the classroom.

After-School Performances

Staff organising after-school evening performances are asked to nominate a first aider for the event. If staff are unsure about the appropriate level of cover required they need to seek advice **in advance** from the School Nurse.

EYFS staff must nominate a suitably trained Paediatric First Aider to provide first aid cover for the event.

School Visits

When an activity is taking place off-site the designated leader of the party should ensure that they have details of any pupils/children with medical conditions and any treatment they require. They are also responsible for collecting a first aid kit and for reporting any accidents that occur off-site.

Individual medical needs for all children will be identified on the school risk assessment form. While visit locations have a legal duty to provide first aid cover, the school has a duty of care to ensure pupils remain safe. There must be adequately qualified staff and procedures in place to ensure first aid care can be delivered quickly and safely, without risking further harm to the pupil or placing the rest of the group at risk from being left unsupervised.

Within the current staffing ratio of 1:10 for visits (1:6 for EYFS), one member of staff is to be appointed the nominated first aider (NFA) by the visit organiser. The NFA is responsible for carrying the first aid kit. Should a pupil become ill or injured during the visit, the supervising member of staff is to call the NFA for assistance, the NFA will then move to the incident with their group and pass their pupils under the supervision of the teacher of the sick or injured pupil. The NFA can then attend to the child requiring treatment in the knowledge that their own pupils are under supervision.

EYFS staff must nominate a suitably trained Paediatric First Aider to provide first aid cover for the trip. They will need to collect an EYFS first aid kit from Main School Reception.



Dealing with a First Aid Event

Duties of a First Aider

- Respond promptly to calls for assistance.
- Give immediate assistance to casualties with injuries or illness.
- Ensure that an ambulance or professional medical help is summoned as appropriate.
- Record details of the accident and treatment.
- Clear the scene safely.
- Replace any first aid supplies used.

The rules of First Aid learned in training must be applied rigorously and professional help summoned if deemed necessary. An Emergency First Aid booklet is available for reference in each box or bag. If in any doubt, the First Aider should summon help from:

- Another School First Aider from the list of First Aiders
- Emergency services: 194

Contacting Parents/Guardians

For all but the most minor consultations, Parents/Guardians/guardians should be contacted if their child has received the attention of a First Aider. This should be done as soon as possible after the event. In the case of a Principal injury, the **Accident Form** should be completed and e-mailed or given to their parent or guardian. The parent or guardian should be contacted immediately.

Accident Reporting

All accidents/ incidents should be recorded in the appropriate accident book. Accidents requiring remedial action or referral to hospital or GP must also be reported on the school Accident/ Incident Report Form.

Accident Reporting – Whole School (including EYFS)

For any accident or incident occurring in EYFS, a full written record of any accident, injuries and first aid treatment given will be made using the school

Accident/ Incident Report Form

All sections of the form will be completed. Parents/Guardians will be informed of this information on the same day or as soon as reasonably practical.

Guidance on When to Call an Ambulance

In a life-threatening emergency, if someone is seriously ill or injured and their life is at risk **always** call 194. Examples of medical emergencies include (but are not limited to):

- chest pain
- difficulty in breathing such as a severe asthma attack
- unconsciousness



- severe loss of blood
- severe burns or scalds
- choking
- concussion
- drowning or near-drowning incidents
- severe allergic reactions
- diabetic emergencies
- fitting

In an emergency an ambulance will be called by the School Secretary, First Aider or another nominated person.

Guidance to Staff for management of Chronic Medical Conditions & Disabilities within School (including EYFS)

As part of the admissions process, Parents/Guardians are required to complete a questionnaire which highlights on-going medical conditions/allergies/food intolerances. It also includes emergency medical permission. Thereafter, Parents/Guardians are required to update the school of any other changes that occur throughout the year. Medical information is made available to members of staff within the School, if it is deemed important for the safety and wellbeing of the child. For certain medical conditions, an Individual Health Care Plan will need to be put in place and is reviewed each term.

Parents of children with ongoing medical concerns will be asked to complete an Individual Healthcare Plan, to be signed by their GP.

Management of Acute Illness

Absence

If a child is unwell and needs to be kept off school, it is essential that Parents/Guardians telephone or e-mail the School Office on the first morning of absence with brief details. If Parents/Guardians have not communicated with the School, the reception staff at either site will contact Parents/Guardians of an absent child during the morning.

Infectious Illnesses (including EYFS)

Examples are Chicken Pox, Parvovirus, Measles, Mumps, Rubella, Whooping Cough, Scarlet Fever, Flu, Vomiting and Diarrhoea. If an infectious illness is suspected, it is reported to the Principal who will request that a message be sent to members of the School community as appropriate to advise them of the presence of the illness and any measures that need to be taken, liaising with Parents/Guardians as required. This will ensure that Parents/Guardians are aware of the illness, its treatment and the recommended period of time for children who have been infected need to be kept away from school to prevent the illness spreading.



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Becoming Unwell at School (including EYFS)

If a child becomes unwell they will go to Reception where they will be assessed by a qualified first aider. If necessary, then Parents/Guardians / guardians and / or carers will be contacted and suitable arrangements made for the child to go home from school. The aim is to minimise the spread of the illness through the School and we appreciate Parents/Guardians' co-operation in following the guidelines.

Policy Review

This policy is reviewed annually.
Reviewed July 2019



Appendix 1

Medical and Consent Form

School _____

A consent letter must be signed by parents/guardians/carers. It is important that all consent letters:

- ask parents to consent
- disclose medical conditions
- provide emergency contacts and undertake to resume care of children according to the code of conduct

Consent letters should state that the emergency services will undertake immediate lifesaving procedures without consent. All further surgery will need parental approval as normal.

Would parents/guardians please read through and complete this form and return it to the member of staff responsible for organising the school journey. The form will then be handed over to the staff in charge during the educational visit. All information given will be treated as strictly confidential and all forms will be destroyed at the end of the visit.

Please print all details clearly

Personal Details:

Name of Child: _____ Date of birth: _____

Home address: _____

Emergency Contact:

Name of person to be contacted in an emergency:

Contact telephone numbers (s): home _____ mobile _____

Medical Details:

Name of doctor: _____

Address: _____

Your child's National Medical Card number (if available): _____



General information:

1. Does your child suffer from any allergies (e.g. penicillin, nut or food items, plasters)? ***YES/NO**
If **YES**, please give details:

2. Is your child suffering from any illness or health problems (e.g. asthma, diabetes)? ***YES/NO**
If **YES**, please give details:

3. Is your child currently on a course of tablets or medication? ***YES/NO**
If **YES**, these must be handed to the journey leader before departure with clear, written instructions for their use.

4. Does your child require a special diet for medical reasons? ***YES/NO**
If **YES**, please give details:

5. Has your child had a tetanus injection in the last 5 years? ***YES/NO**
If **YES**, please give the date: (dd/mm/yyrr)/...../.....

6. If necessary, would you agree to the school staff administering a mild painkiller (e.g. Paracetamol or Calpol)? ***YES/NO**



Declaration by Parent/Guardian

I consent to my child taking part in the activities while on school journey. I also consent to my child undergoing emergency first aid, medical or dental procedures if necessary and I understand that treatment will only be carried out by trained first aiders or medical practitioners. I acknowledge and understand the need, for both social and safety reasons, for my child to behave in an obedient and responsible manner for the duration of the school journey.

Name of Parent/Guardian:

Signed: _____

Relationship to child: _____

Date: _____



Appendix 2

Sample Accident Report

Details of Injured Party			
First Name:			
Surname:			
Year Group:			
Date of Birth:		Sex:	

Details of Injury			
Date of Injury:		Time of Injury:	AM / PM
Details of Incident:			
Type of Injury:			
Treatment Required:	YES	NO	

Details of Treatment	
Name of Hospital or Surgery:	
Name of Physician:	
Treatment Administered:	



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Drugs Administered:			
Parent Contacted:	YES	NO	
Date:		Time:	