



First Aid Policy

Authority

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

It is designed to comply with the UK common law and the [Health and Safety at Work Act 2015](#) and regulations and guidance to include the [UK Health and Safety \(First Aid\) Regulations 2013](#) 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 students and visitors and Paragraph 13 of the [UK Education \(Independent School Standards\) Regulations 2014](#), as well as the Republic of Serbia: [The National Plan of Action for Children](#) - Feb 2004.

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 trained first aider, 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 students, 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 students and members of staff. It will be available for all staff, students and Parents/Guardians to access on the school website. Where more than basic first aid is required the parent/guardian of the student will be notified as soon as possible. Consent to administer first aid is obtained from parents/guardians on admission to the school.

This policy also covers Foundation and Reception for administering medicines, including systems for obtaining information about a student'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 students and visitors, through its Directors, 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 Head of School 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 and upper Primary School in the basement that allows students with minor injuries and illness to be cared for during the school day.

Secondary School –There is a dedicated medical area in the lower Secondary School in the former director’s office and in the Upper Secondary School in the basement office near the school gym.

Medical Personnel

First Aiders (Including EYFS)

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

The qualified first aiders will wear an identification badge with a red frame in order to be easily identified and spotted.



Qualified first aiders in the school are:

Primary staff

Aleksandar Pejic
Asja Radojlovic
Jeanin Maricic
Jelena Maric
Ljubica Stankovic
Maja Vracarevic
Radmila Zoric Bojic
Rebecca Macconnell
Sanja Zirojevic
Vera Vukajlovic

Secondary staff

Ana Mihaljevic
Jelena Perisic
Marija Vukovic
Milena Djurovic



Milica Bjelovuk Sajic
Natasa Stojicevic
Natasa Secerov
Nenad Milosevic
Nikola Stevanovic
Tanja Gocmanac

Security staff

Aleksandar Cvetkovic	Uzicka (Foundation and KS1)
Gordana Vujic	Iliciceva (KS2)
Vojislav Kovacevic	Palackova (KS3)
Sinisa Borovic	Neznanog Junaka (KS4 and KS5)

Administration staff

Maja Tuvedzic

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 5 years. The Directors keep all records of First Aid training.

Chronic Illness and Emergency Care Training

If a student 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 Head of School 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 Head of School.

First Aid Boxes

The Head of School is responsible for ensuring that all First Aid Boxes meet statutory requirements. All First Aid Boxes are checked fortnightly.

EYFS first aid boxes are stocked appropriately for the age of the students they are to be used for. It is an EYFS requirement that staff bringing medication to school, for example paracetamol, must keep it in a place inaccessible to students, for example in a locked cupboard, not in e.g. a handbag brought into the classroom.

First Aid boxes are located in the following area:

Uzicka

First aid box: Medical area and PE balloon

Portable: Security



Iliciceva

First aid box: Security and Staff room

Portable: Staff room

Palackova

First aid box: Security desk (Key in the keys box next to the first aid box) and Science cabinet/ Lab (Key on the shelf next to the box)

Portable: Designated medical area

Neznanog Junaka

First aid box: Secretary desk (Key is on the shelf next to the box, Science cabinet (key is on the shelf underneath the box) and School office (key on the shelf beside)

Portable: Security desk and Designated medical area / PE office.

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 students 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 students will be identified on the school risk assessment form. While visit locations may provide first aid cover, the school has a duty of care to ensure students 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 student or placing the rest of the group at risk from being left unsupervised.

Within the current staffing ratio (see table below), 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 student 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 students under the supervision of the teacher of the sick or injured student. The NFA can then attend to the student requiring treatment in the knowledge that their own students 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 the security guard.

All trips should be organised to include the appropriate adult-child ratio. Expected ratios will vary according to the activity and age of students as below:



	Type of activity		
Age group	Local/ Domestic trip	Trip abroad	*Water or adventurous activities
EYFS	1:6	N/A	1:4
Primary	1:10	N/A	1:6
Secondary	1:10	2:10	1:6

* Any activity near water e.g. walking alongside a river, counts as a water based activity. If in doubt, consult a member of SLT.

- A **minimum of 2 adults** must be present for any EYFS or primary trip.
- For local trips a single adult may accompany secondary students to the set ratio.
- Any overseas, adventurous activity or water based (including near water) must include **at least 2 adults**.
- Vetted volunteers may act as adults in addition to members of staff for local and domestic trips. Adults accompanying overseas trips **must** be members of staff or employees of travel companies.

Dealing with a First Aid Event

Duties of a First Aider

- Respond promptly to call 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.

The rules of First Aid learned in training must be applied rigorously and professional help summoned if deemed necessary. If in any doubt how to respond, 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 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 serious injury, the **Accident book** should be completed. 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 in the school Accident book.



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 book.

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
- severely broken limb

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 and 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 student. For certain medical conditions, an Individual Health Care Plan will need to be put in place and is reviewed each term.

Parents of students 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 student 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 student during the morning.

Infectious Illnesses (including EYFS)

A non-exhaustive list of examples includes 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 Head of School 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 students who have been infected need to be kept away from school to prevent the illness spreading.

Becoming Unwell at School (including EYFS)

If a student becomes unwell they will go to first aider. If necessary, then Parents/Guardians and / or carers will be contacted and suitable arrangements made for the student 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 2021



Appendix 1-Medical Information

Medical Details:

Preferred medical centre: _____

Contact number: _____

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

General information:

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

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

3. Any other medical conditions?
*YES / NO
If YES, please provide details:

4. Does your child suffer from any chronic illness?
*YES / NO
If YES, please provide details:

5. Does your child take regular medication?
*YES / NO
If YES, please provide details:



Appendix 2-Medical Consent Form

Declaration by Parent/Guardian

I give consent for my child to undergo emergency first aid and medical procedures if necessary and I understand that the treatment will only be carried out by trained first aiders or medical practitioners.

Name of Parent/Guardian: _____

Signed: _____

Date: _____



Appendix 3-Sample Accident Report

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

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

Details of Treatment			
Treatment Administered:			
Drugs Administered:			
Parent Contacted:	YES	NO	
Date:		Time:	
Signature:		Print name:	