

THE BRITISH INTERNATIONAL SCHOOL OF STAVANGER

'Creating the role models of the future'

FIRST AID & ACCIDENT REPORTING POLICY

Aims:

- To be able to provide basic first aid or emergency lifesaving aid to all members of staff, students and visitors to the school.
- To ensure that procedures are in place and regularly monitored to maintain a safe working environment for all personnel and students.

Objectives:

- To provide regular first aid training for all members of staff.
- To designate at least two members of staff as first aiders and provide advanced training to support their role.
- To provide a comprehensive range of readily available first aid materials at various locations throughout the school premises.
- To maintain and monitor first aid supplies.

PROCEDURES

All staff are afforded opportunities to attend first aid courses and regularly update their skills. School requires that these certificates are updated tri-annually. These courses are designed for dealing with incidents that involve both adults and children.

Designated first aid officers for the school – **Jenny Bradley, Anna Coianiz, Brenda Moore, Beata Wojtalik, Jennifer Williams, Georgie Hansen, Joanne Akrill, Jon Turley.** ***These personnel are stationed in either school building and accessible.*** Please note that **all** staff have a responsibility to assist in emergencies. The school ensures that a designated first aid officer is available on site at all times.

Reporting: All accidents are recorded in the schools' accident book. Accidents requiring a child to be sent home and, or medical intervention are recorded on an F1 form and in the child's PASS file. Serious accidents/injuries requiring medical intervention are reportable to NAV. Parents are informed of all head injuries via a written note/email and telephone call.

Accident procedures are made known to personnel through the staff handbook and during the school induction procedure. In the event of an accident, the member of staff on duty will summon a first aider, complete initial documentation and return to their normal duties.

First aid boxes are placed in designated areas (Upper School First aid rooms; Pre School First aid room and Gymnasium) and regularly checked by designated first aiders and the school **Health & Safety Officer – John Gibbs.**

All staff will use protective gloves when handling spillages of body fluids and dispose of all materials used in a sealed plastic bag.

Injured persons should be taken to the medical room for treatment. If medical/hospital treatment is considered necessary, the Principal/Deputy Headteacher(s) must be informed and an ambulance called. Parents or guardians should also be contacted at the first opportunity. *An ambulance is called wherever there is a doubt about the condition of the injured/ill child.* A member of staff should accompany children being transferred to hospital in the absence of the parent/guardian.

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Removals to hospital at the time of the accident, or hospital admissions subsequently reported must be recorded on **Form: Incident 1**. *Acts of physical violence, emotional and racist abuse are reported on the same form.*

Head injuries, not requiring hospital treatment **must** be reported to parents/guardians, on the day of the accident. *See Head Injury Note.* All head injuries will be monitored in school at regular intervals for the remainder of the school day.

In the event of a child becoming distressed following an accident, or requiring more attention than it is possible to provide they can, at the discretion of the Principal/Deputy Headteacher(s) be sent home. The Principal **must** be informed of any child, or staff member who is sent home, or moved to hospital.

Educational Visits:

When children and staff are working away from the school premises, we will endeavour to have a designated first aider with the party. A portable first aid kit must accompany the school party at all times. All children recorded as having asthma **must** have their emergency inhalers with them at all times. Similarly those children recorded as suffering from allergies and being liable to anaphylactic shock must have epipens with them at all times. Details of emergency first aid arrangements should be included in the visit risk assessment and recorded on the educational visits risk assessment form.

Specific Medical conditions: Where a child has a medical condition requiring the regular intake of medication; daily physiotherapy, daily medical procedures, or one with life threatening consequences i.e. anaphylactic shock, a **Health Care Plan** is necessary. Students with long term medical conditions have an individual health care plan and their details are made known to all members of staff. Health Care plans are used to agree where medication is kept, procedures to be followed in an emergency and to provide full details of the condition in the event a member of staff has to accompany the child to hospital in the absence of being able to contact the parent.

Out of Hours Use of the School Building:

The organiser/leader must make adequate provision for dealing with accidents and medical emergencies. The organiser must familiarise themselves with the position of First Aid boxes. **All accidents must be recorded in the school's accident book.** Group organisers must report any accident to the school office at the earliest opportunity. Serious accidents should be reported on the same day to a member of staff who is on call for emergencies. The full details of accidents/medical emergencies requiring the removal of a person to hospital must be reported on **Form: Incident 1**.

Policy Review

This policy is reviewed annually.

Reviewed May 2016