



# First Aid Policy

Created March 2008  
Last Updated Nov 2015

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## Introduction

### The BISB First Aid policy is intended to;

ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- to provide effective, safe First Aid cover for pupils, staff and visitors.
- to ensure that all staff and pupils are aware of the system in place.
- provide awareness of Health & Safety issues within school and on school trips,
- to prevent, where possible, potential dangers or accidents.

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## Relevant School Aims

- sustain a friendly, safe and interesting environment that stimulates and encourages the fascination of learning.
- enable the children to make a positive contribution to our multicultural society and to enjoy life, appreciating and coping with its disappointments and triumphs

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## Appendix A

List of current staff members trained in Paediatric first aid and the date they are qualified until.

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## Appendix B

List of notifiable infections that must be reported within 24 hours to the Flemish Agency for Care and Health.

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NB The term FIRST AIDER refers to those members of the school community who have undergone training with the British Red Cross for paediatric first aid and achieved the certificate for the course. This training is provided in school at least every three years

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### **Arrangements for First Aid**

The School will provide all materials, equipment and facilities required.

The location of first aid containers in the school are

- **In the school office in the infant department**
- **In the staffroom in the junior department**

These should contain :-

- 20 individually wrapped sterile adhesive dressings (assorted plasters)
- 1 sterile eye pad
- 2 triangular bandages
- 2 crepe bandages
- 1 roll of micropore tape
- 4 un-medicated dressing pads with bandage attached
- 1 packet of gauze pads
- Packet of disposable gloves
- Scissors

The contents of the first aid boxes will be checked on a regular basis by the appropriate department co-ordinator.

If supplies are running low when used by other members of staff it is their duty to inform the school office, preferably by both email and verbally. Next to each First Aid box there is a list of equipment to be kept in each of the boxes.

### **FIRST AIDERS will:**

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that First Aid cover is available throughout the working hours of the school week on both the Junior department and the Infant department. This includes Garderie as a staff member trained in paediatric first aid is required to be present whenever children are present on school premises.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Insist that **any** casualty who has sustained a significant head injury or other injury requiring more than basic first aid, is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital;
- ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent. Liaison **must** occur with the teacher in charge of cover for each department building to ensure that lessons are covered in the event of an absent teacher. Keep a record of each pupil attended to, the nature of the injury and any treatment given. The Accident Book in the School Office must be completed by the appropriate person. Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

### **Using First Aid Equipment**

All members of staff can treat children using basic first aid. Disposable gloves must be worn when dealing with bodily fluids. Only gauze and water must be used to clean grazes.

Anything more serious must be looked at by a qualified First Aider – This includes all head injuries or severe bleeding. Severe bleeds may be cleaned with sterile saline solutions.

All accidents must be reported into an accident book and signed for by parent/carer

Where pupils are travelling out of school a portable first aid kit must be carried. This needs to be checked by a First Aider before taken and should include

- **antiseptic wipes;**
- **one disposable bandage (not less than the 7.5cm wide);**
- **two triangular bandages;**
- **one packet of 24 assorted adhesive dressings;**
- **three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm);**
- **two sterile eye pads with attachments;**
- **instant ice-pack;**
- **twelve assorted safety pins;**
- **one pair of rustless blunt-ended scissors.**
- **micropore tape**

Any personal inhalers and epipens supplied to school by parents are stored in the school office in the Infant department and in the staff room in the Junior department. Group leaders taking trips should ensure that these items are taken along on any school trip outside school.

Instructions for the use of epipens are displayed on each staff room notice board. Any personal inhaler provided by parents to be used by their child must be accompanied by the relevant instructions for use. These instructions are to be kept alongside the inhaler.

### **The Headteacher and/or Department Head will**

- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure that in the event that an injury has caused a problem, the pupil must be referred to a First Aider for examination.
- At the start of each academic year, provide all staff members with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. This list is sent to class teachers and a copy of such pupils is placed on each staff room (infant and junior department) notice board.
- Have a file of up to date medical consent forms for every pupil in each year and ensure that these are readily available for staff responsible for school trips/outings.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises. Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that the Flemish Agency for Care and Health is notified of any notifiable diseases (See Appendix B) within 24 hours after the first suspicion.

### **Teachers will**

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils in their charge
- Ensure that their pupils/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the office as soon as possible either by a person or telephone,
- ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who feels generally 'unwell' to their respective class teachers.
- Send a pupil who has minor injuries to Reception if they are able to walk where a First Aider will see them. This pupil should be accompanied.
- Ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

### **Office Staff will:**

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Send children who simply do not feel well to their respective Class teachers
- **NOT** administer paracetamol or other medications as Belgian law prohibits non-medical practitioners from dispensing any medication to children.

**THE EXECUTION OF THIS POLICY WILL BE MONITORED BY THE SENIOR MANAGEMENT TEAM**

## Appendix A

List of current staff members trained in Paediatric first aid and the date they are qualified until.

Helen Prescott	April 2017
Beverley Tranter	April 2017
Ena Tolentino	April 2017
Valeria Vetter	April 2017
Tim Stedman	April 2017
Pandora Gorgia	April 2017
Alison Davies	April 2017
Ivana Julaton	April 2017
Ruth Avis	April 2017
Sabine Ryon	April 2017
Rosaria Scharf	April 2017

## Appendix B

The Flemish Agency for Care and Health is responsible for the prevention, surveillance and control of infectious diseases.

The following infections are notifiable and must be reported within 24 hours after the first suspicion.

Anthrax  
Botulism  
Brucellosis  
Salmonella typhi or salmonella paratyphi  
Cholera  
Chikungunya  
Dengue  
Diphtheria  
Enterohaemorrhagic E.coli  
Gastroenteritis, in case of collective outbreak  
Yellow fever  
Gonorrhoea  
Haemophilus influenzae type B invasive infections  
Hepatitis A  
Hepatitis B (acute)  
Human infection with avian (or a new sub-type) influenza  
Legionellosis  
Malaria, when the contamination is suspected to have taken place on the Belgian territory, including (air)ports  
Measles  
Meningococcal invasive infections  
Pertussis  
Plague  
Smallpox  
Poliomyelitis  
Psittacosis  
Q fever  
Rabies  
SARS (Severe Acute Respiratory Syndrome)  
Syphilis  
Tuberculosis  
Tularaemia  
Viral haemorrhagic fever  
Typhus (Rickettsia prowazekii or Rickettsia typhi)  
Food infection (from two cases onwards)  
West Nile virus infections