

First Aid and Medical Policy

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Rationale

This policy outlines The British School, Alexandria's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, and visitors and the procedures in place to meet that responsibility

Aims

To identify first aid needs of the school

To ensure that the first aid provision is available at all times while people are on and off the school premises whilst on school visits.

To ensure that relevant staff are aware of any medical needs of students and can take necessary action if applicable

Objectives

To ensure that there is at least one first aider on each site

To ensure that all staff are aware who these people are.

To provide relevant training, and monitoring of training needs.

To provide sufficient and appropriate resources and facilities.

To ensure adequate risk assessment is taken to prevent accidents from happening.

Key Features

1) Introduction

The Board of Governors are responsible for the health and safety of the employees and anyone else on the premises. This includes the Principal, teachers, non-teaching staff, pupils and visitors including contractors.

The Principal is responsible for putting this policy into practice. This task is further delegated to the school's Head of Administration, who has the particular functions of coordinating the formulation, monitoring and implementation of this policy document and ensuring the school complies with current legislation.

Teachers and the other Staff are expected to do all they can to secure the welfare of the pupils. They should ensure that they are aware of any medical issues of children that they teach or come into contact with – these are recorded on ENGAGE.

The School Doctor(s) is/are responsible for ensuring that they keep up to date with current medical practice. They are responsible for ensuring that the first aid boxes are maintained. They must be on hand either by phone or attendance to any medical enquiries or emergencies that the personnel of the school may need them for. They are responsible for the maintenance of the incident records of pupils and ensuring information is inserted on ENGAGE.

2) Reporting of Incidents/Accidents

This is the responsibility of the person dealing with the incident. All accidents should be written in the accident book located in each of the doctors' offices and put directly onto ENGAGE. The Doctors and Health and Safety Manager will regularly look at these books and the document on ENGAGE. Any serious incident should also be reported directly to the Health and Safety Manager, the Principal and the Head of School.

Information Required:

- Date and time
- Name of child
- Class
- Injury
- How it happened
- Action Taken
- Parents informed
- Name of staff member dealing with incident

Note that:

- a) For serious incidents or if there is the possibility that it could be serious, the member of staff should inform the Head of school and ask the school administrator to call the school doctor.
- b) Any serious accidents or health problems should be reported to parents
- c) Any accident deemed serious should also be reported to the Principal.
- d) Any child that has hit their head should have a note in the diary. Unless it is very minor the school doctor

should be consulted and parents contacted.

e) Any other minor incident should be reported to the parent via the homework diary

i) date/time /actions done to the student at the time of injury

ii) any recommendation for further procedures

iii) which specialty they should contact

3) First Aid Boxes

A First Aid Kit should always accompany any trips off the premises. There is a special first aid kit that can be used by any of the Schools for trips located in the admin office.

These are the locations:

Alexander Campus:

- Kitchen /art room
- Admin Office
- 2nd floor

Euclid Campus

- Staff Room
- Physics Lab * 2
- Trips kit (in School admin office).

Heron Campus

- Art Room

Hypatia Campus

- Doctor's office

First Aid Box - Contents

- Assortment of hypoallergenic plasters
- Scissors
- Tweezers
- Tape
- Eye pads
- Large dressing pads
- Medium dressing pads
- Safety pins
- Bandages: - 10cm, 5cm
- Disposable plastic gloves
- 1 Bottle 0.9% Saline
- First Aid Guidance Card

4) Hygiene /Infection Control

- All staff should take precautions to prevent infection and must follow basic hygiene procedures.
- Single use gloves must be worn when treatment involves blood or other bodily fluids

- Care should be taken when disposing of dressings and equipment.

5) Medication

- Inhalers should be kept with the child so that they can use as necessary.
- Arrangements for any specialist medication such as epi-pens must be made on an individual basis.
- Parents should be encouraged to have their children's medicines prescribed so that it can be taken on a daily or 12 hourly basis. If this is not possible 8 hourly medicines still can be given out of school hours (7.30am, 3.30pm, and 11.30pm).
- Children needing medications in school will be decided upon on an individual basis after discussion with the Principal and the school doctor. If it is deemed necessary, then these medicines can only be given by the school doctor and/or parents. The medicines need to be in their original package with the children's name and dose clearly written, and accompanied with the doctor's prescription. If the school doctor is not available, then it is the responsibility of the parent to administer the medication.
- Children needing medications on school trips (after consultation with the school doctor) can be given medication by the teachers in charge if it is deemed necessary and with the permission of the parent. Any prescribed medications that are needed, again have to be in their original package with the children's name and dose clearly written, and accompanied with the doctor's prescription. Any medications not deemed necessary by the school doctor, for example, vitamins, will not be given.
- Secondary school girls can carry one mild pain killer such as paracetamol to be used for period pain. If a secondary school girl forgets to bring a pain killer, the student can ask the school administrator to phone home to check that the parent is happy for the school to give their child a paracetamol tablet – the parent would need to confirm this via email before a tablet could be given to the student.
- Sterile water only should be used to clean wounds unless otherwise directed by the parent, or deemed necessary. This is particularly with respect to the desert trips when antiseptic cleaning fluid would be beneficial.

6) Sickness

- Staff need to produce a Doctors certificate if they are off sick for 3 days or more.
- Staff and children should remain at home 48 hours post infective diarrhea and vomiting
- Staff and children should remain at home 24 hours post a fever.
- Staff and children will be sent home from school if they are found to have conjunctivitis, impetigo, or any other contagious disease.
- Children who have Chicken Pox should remain off school until ALL the spots have crusted over (usually 5 to 6 days after the start of the rash.) A letter will be sent home to the rest of the class as chicken pox is infectious up to 2 days prior to the rash. The incubation period is 10 to 21 days
- Children with Measles should remain off school for four days AFTER the rash has disappeared. A letter will be sent out to the class as they are infectious up to 4 days prior to the rash, though will start to feel unwell before this.
- Children with Mumps should remain off school until the swelling goes down. A letter should be sent out to the rest of the class as they are infectious a couple of days before feeling unwell.
- Children with Rubella (German measles) should remain off school until 5 days after the rash has gone. It is infectious for over a week prior to the rash appearing. In notifying people, it is important to particularly be

aware of any pregnant staff who may have come in contact with the child.

- Children can remain at school if they are found to have head lice but a letter will be sent home with all children in that class and if deemed necessary to all the children in that key stage.
- All students will be checked regularly for head lice and nits. Senior School students will be checked once every term and Primary School students will be checked once every month.

Related Policies

3.9 Leave

4.1 Health & safety

4.1.2 Epidemics

4.1.3 Head lice