

4.1.1 – First Aid

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 the school premises and also off the premises whilst on school visits.

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. They should ensure that the insurance arrangements provide cover for claims arising from actions of staff acting within the scope of their employ.

Expatriate staff will also have adequate health insurance to cover their health care needs. The Principal is responsible for putting the policy into practice.

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 in their key stage - written in the front of registers.

The School Doctor is responsible to ensure she is kept up to date. She is responsible to ensure that the first aid boxes are maintained. She must endeavour to be on hand either by phone or attendance to any medical enquiries or emergencies that the personnel of the school may need her for. She is responsible for the maintenance of the medical records of pupils and writing in the registers any medical issues.

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 staff rooms.

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. The staff member in charge that day of the key stage should be informed and should make the decision if it is necessary 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 'bumped head' letter sent home with them.
- 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 speciality 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 rucksack that can be used by any of the Schools for trips located in the Medical Room.

These are located:

About Ela Campus

- Kitchen /artroom
- School admin office

Consulate Campus

- Staff Room
- Trips kit (in School admin).

Euclid Campus

- Office
- Staff Room
- Physics Lab
- Trips kit (in School admin).

Heron Campus

- Art Room

Zahran

- Kitchen

First Aid Box - Contents

- Assortment of hypoallergenic plasters
- Scissors
- Tweezers
- Tape
- Triangular bandages
- 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 nurse) can be given 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 pain killer to be used for period pain.
- The school doctor can administer analgesics after she has been given permission over the telephone by parents when she deems necessary.
- 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 diarrhoea 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.

Supporting documents

- Student files

Related policies

- 3.9 Leave
- 4.1 Health & safety
- 4.1.2 Epidemics

This policy has been discussed and agreed by The British School, Alexandria Board of Governors.

Signed Date
Principal CEO

Policy review date: January 2015