



First-Aid Policy

September 2017

Introduction

This policy outlines Park Lane International School's responsibility to provide adequate and appropriate first-aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy applies to all pupils in the school including EYFS. The policy will be reviewed annually.

We aim to ensure that our policy is in line with the DFE Guidance on First-Aid for schools - A Good Practice Guide.

The school aims to:

- provide First-Aid training for new and existing staff at the start of each school year to any members of staff who wish to participate
- provide prompt and appropriate responses to cases of illness and injury to children and staff;
- ensure compliance with all relevant legislation;
- ensure there are sufficient numbers of competent staff within the school environment to provide basic first-aid support;
- ensure there are suitable facilities on the school site to administer first-aid;
- identify and implement reasonably practical arrangements for dealing with first-aid incidents
- To keep accident records and report to the relevant authorities where necessary
- AED are available at Prague 1 and 6 sites. Staff have been trained to administer defibrillation.

Park Lane has a School Doctor (on-call), First-Aid Rooms at each campus and a full time School Nurse based at our Prague 1 campus. The nurse at Prague 6 is available from 8:00 - 2:00 daily. The School has additional staff that are trained, qualified and designated as First-Aiders. A list of trained staff is available from the school office and in the staff room.

First-aid boxes are placed in all classrooms. There is also a mobile first-aid bag in the medical room to be used when groups of pupils go out of school on organised trips or to participate in sporting events. These are all clearly signed and contain advice on dealing with emergency situations, as well as a list of trained first-aid staff. This first-aid equipment is checked and restocked regularly. Smaller first aid kits are available for shorter trips or smaller groups.

All new children and staff are given information on where to go for help in the event of an accident. If a child is injured or ill during the school day, the class teacher or teaching assistant will send them to the School Nurse at our Prague 6 campus and to the School Nurse at Prague 1. The individual will then be assessed by the nurse (or in her absence, a qualified first-aider) who will assess, treat (when appropriate) and record the incident. The child will remain under the care of the School Nurse or first-aider until it has been determined that they are well enough to return to class. In the event that a child is unable to recover, he/she will be kept in the first-aid room or school office and parents or guardians contacted to collect the sick child. Parents must respect the School Nurse's decision and take their child home. The class teacher and

or the office will be notified if the child from their class goes home. In Prague 1 the absence will be recorded on SIMS.

If there is any doubt or continued concern about a child's condition they will be taken to hospital either by ambulance or car, accompanied either by the School Nurse, a member of the senior leadership team or a qualified first-aider. If a private car is used, the member of staff concerned must ensure that the injured child has a booster seat (where appropriate) and the car is fully insured to transport pupils. In all cases of hospitalisation, one or both parents will be contacted and requested to go directly to the hospital where they will be met by a member of the school staff.

The school keeps records of all accidents and injuries. These are reviewed regularly by the Principal, Head of Primary, School Nurse and Health and Safety Officer to minimise the likelihood of recurrence. The school also keep a record of any first-aid treatment, non-prescription medicines or treatment given to a child. The school will always notify parents if a child suffers anything more than a trivial injury, if a child becomes unwell and if the school has any worries or concerns about a child's health. If any child is reported to have an infectious illness (e.g. chicken pox) all affected families will be informed by the school nurse via email.

Dispensing of medicines by staff other than the school nurse at Prague 6 and school nurse at Prague 1

Members of staff must not dispense prescription or non-prescription drugs to pupils. The only exception to this are those pupils on school trips where written or verbal instructions have been given by parents.

Bodily fluids

Hygiene procedures are in place for dealing with the spillage of body fluids. Hand sanitizers are available throughout the school. Disposable gloves must be worn when dealing with bleeding injuries and any spillage of bodily fluids.

Staff attending accidents involving pupils

Any member of staff in charge of an activity where an accident occurs to a pupil or who attends at or who comes across the scene of an accident must do what they can to ensure the most appropriate and rapid treatment of the pupil concerned.

Colleagues should react with as much calm and reassurance as they can for the benefit of the injured pupil and others who may be present. If there is any doubt whether it is safe to approach the scene of an accident, call for qualified assistance/advice before doing so.

If the pupil is unable to move, a message should be sent as quickly as possible to the nurse or designated first-aiders. This communication can be accomplished by pupil messenger.

A SCHOOL ACCIDENT REPORT FORM must be completed by the member of staff attending any serious accident or head injury incident showing positive neurological symptoms.

If a minor injury or a minor head injury occurs and is dealt with by a member of staff other than the nurse a record must be kept in the PUPIL MEDICAL LOG which will be situated in the nurse's room. School accident report forms will also be kept in this area.

In the event of an injury to an employee or visitor, an accident report form should be completed by the individual concerned and forwarded to the School Nurse and Principal or Head of Primary. In the event of serious injury, noticeable disease or dangerous occurrence, the Principal or Head of Primary should be notified immediately. He/she will then arrange for any necessary investigations or reporting, and the senior team leader of the injured employee will be informed as soon as possible.

The school encourages parents to contact the school nurse to discuss any concerns they may have regarding their child's health and to keep sick children at home until they are well enough to participate in all school activities.

Reviewed with staff September 2017