



British College La Cañada

Whole School

FIRST AID POLICY AND PROCEDURE



Introduction

British College La Cañada is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all staff, pupils and visitors. The School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils.

Aims of this Policy

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
 - To ensure that medicines are only administered at the School when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.

First Aiders

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the School Manager.

All staff have undergone First Aid training completed in November 2020 and an update has been done for some staff in October 2021 including new members of staff and the key personnel .

Emergency Procedure in the event of an accident, illness or injury:

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for First Aid.

If First Aid is to be used the person will assess the situation and take charge of first aid administration. In the event that the person does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

If the initial assessment indicates that a minor injury has taken place then one or more of the following actions will be taken:

- First Aid administered as necessary by designated adult. Minor cuts and grazes can be dealt with in the office.
- Complete the accident book.
- Parents informed (generally at the end of the day).

- Duty staff are responsible for reporting accidents during break times to the appropriate class teacher and for making note of this in the accident book, particularly where head injuries are concerned.
- The office will inform parents of all head injuries and other injuries that require more than basic first aid.

Where an initial assessment indicates a moderate to serious injury has been sustained then one or more of the following actions will be taken:

1. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
2. Call an ambulance or a doctor, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse. Secondary aid will be sought if necessary and parents will be informed at the same time.
3. Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (much easier if they are fit to be moved), by removing people from the scene.
4. See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be summoned immediately.
5. When the above action has been taken, the incident must be reported to: a) the School Manager b) the parents (or other closest relatives) of the victim(s), and c) the police, if a criminal offence may have occurred.
6. Allocate staff resources carefully between helping the victim(s) (eg. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important.
7. Require (in so far as it is reasonable to do so) all adult witnesses and older children who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.
8. Complete an 'Accident/Incident/Illness Report Form' (Appendix 1).
9. If the accident is serious, a member of staff will report the matter to the school's insurers. Report it also to the local authority, which may be able to give advice and assistance, especially if there is media interest shown.
10. Decide whether the whole school needs to be informed and, if so, what to say in class or assembly and when to say it.
11. Without delay, begin to consider ways of preventing such an accident from happening again and implement those preventative measures.
12. Make arrangements for the return to school of the accident victim(s) and of those worried or traumatised by the accident.

Medical Assistance and Ambulances

The Office will always call for medical assistance on the following occasions:

- In the event of a serious injury;



- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever there is the possibility of a fracture or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

If an ambulance is called then the person in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardians or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardians or a named representative appointed by a parent arrives at the hospital.

Procedure in the event of contact with blood or other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron, where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- take medical advice (if appropriate).

Reporting to parents

In the event of accident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. In the event of serious injury or an incident requiring emergency medical treatment, the office, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at Reception.

Head injuries will always require notification, there is a short note that needs to be completed, which is stored with the Accident books for each key stage. The member of staff dealing with the incident should complete the form, hand it to the class teacher and this should then be sent home in the school diary.

Storage of medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. All medicines shall be stored in the original container in which they were



dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. All medicines will be returned to the parent when no longer required to arrange for safe disposal. An emergency supply of medication should be available for pupils with medical conditions that require regular medication. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this would be epilepsy and diabetes.

Illness

Should pupils become ill during the school day, staff members should accompany or send the pupil to the office so that an assessment can be made, pupils can wait in the reception area as this area has easy access to a toilet and hand washing facilities. Pupils will be monitored during this time. When a child becomes ill during the day the parents/guardians will be contacted and asked to pick their child up from school as soon as possible.

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