



# 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.

**The Golden Rules of First Aid: Essential Knowledge for Every Individual**

- Personal safety comes first
- Assess the situation and victim
- Call for help
- Control bleeding
- Treat for shock
- Be mindful of head and spinal injuries
- Attend to burns

**First Aiders**

As of January 2024 the school has a nurse on site who will be the primary first aider.

All teaching staff have undergone First Aid training, completed in September 2024, and training on administration of medicines, completed in October 2024, including new members of staff and key personnel.

**Some staff have also undergone paediatric first aid training and/or defibrillator training in September 2024. (See table below)**

Name	First Aid	Administration of medicines	Paediatric First Aid	Defibrillator	Class/Position
Maryem Daif Ati	x	x		x	nurse
Sheriza Afzal	X	X	X		NA
Olivia Smith	X	X	X	X	NA

Teresa Panayiotopoulos	X	X	X		NB
Chloe Rayner	X	X	X		NB
Alexa Vivanco	X	X	X		NC
Hannah Bryant	X	X	X		NC
Inma Nieto	X	X	X		RA
Tina Rashbrook	X	X	X		RA
Wendy Nicholls	X	X	X		RB
Nicole Rayner	X	X	X		RB
Joanne Wild	X	X	X	X	FS & KS1 Coordinator & 1A
Charlotte Rashbrook	X	X	X	X	Lead TA & 1A
Sarah Burrows	X	X	X		1B
Gita Mahtani	X	X	X		1B
Sarah Nowell	X	X		X	Head Teacher Primary
Marcus Wild	X	X		X	Assistant Principal & 4A
Rosario Palau	X			X	Principal
Brenda Campos	X	X		X	Psychologist
Inma Lujan	X			X	Administration
Paula Martinez	X	X		X	Psychologist
Katie Bevan	X	X		X	KS2 Coordinator & 6A
Cris Hodgson	X	X		X	KS3 Coordinator & Secondary maths
William Selfe	X	X		X	Secondary Science



### **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 school nurse will assess the situation and take charge of first aid administration. In the event that the person does not consider that she can adequately deal with the presenting condition by the administration of first aid, then 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 the school nurse. Minor cuts and grazes can be dealt with under the supervision of the school nurse.
- The school nurse will fill in the required forms.
- The school nurse is responsible for reporting accidents during break times to the appropriate class teacher and for making note of this on the online register, particularly where head injuries are concerned.
- The school nurse will inform parents of all head injuries, via the head bump form, and any 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. The school nurse, or a member of the administration team in her absence, will 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, or support from the school psychology team, 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', (see school nurse).
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, with support from the psychology team.

### **Guidance on when to call for external aid**

The school nurse 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;
- Whenever there is the possibility of a fracture or where this is suspected;
- Whenever the school nurse is unsure of the severity of the injuries;
- Whenever the school nurse 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 spillage of 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; found in the secondary labs;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;



- inform the school cleaning team so that the area can be sanitised;
- take medical advice (if appropriate).

### **Notifying parents**

In the event of an accident or injury to a pupil, at least one of the pupil's parents must be informed by the school nurse, or member of the administration team, as soon as practicable. In the event of serious injury or an incident requiring emergency medical treatment, the school nurse will contact the pupil's parents as soon as possible. A list of emergency contact details is kept online and at the Welcome Desk.

### **Bumped Head Procedure**

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. **(See bumped head letter attached)**. Head injuries will always require notification. The school nurse should contact the parents to explain what has happened and the measures taken.

### **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, allergies and diabetes.

Medicines should be stored in a locked cupboard, out of reach of any child.

### **Administration of Medicines**

The seven steps for the safe administration of medicines are:

Right Person, Right Medication, Right Dose, Right Time, Right Route, Right Reason, and Right Documentation.

The administration of medications to students is only to occur when necessary during school hours or school-related activities, such as school trips, and when there is either medical authorization for its administration or it is required as an emergency first aid response.

The School Nurse must ensure that designated staff, who are required to administer medication, or emergency first aid medication (i.e. asthma relievers and adrenaline auto-injectors) are correctly informed and competent in their role.



The School Nurse must ensure documentation, recording and reporting processes are met in relation to the administration of medications by the designated staff member. All teaching members of staff are trained in the administration of medicines.

### **Illness**

Should pupils become ill during the school day, staff members should accompany or send the pupil to the school nurse so that an assessment can be made, pupils can wait in the Welcome Desk 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, especially if a child has vomited or has a temperature.

### **Use of an Epipen**

Check for Signs and Symptoms of Anaphylaxis (only a few may be present)

Hives, itchy rash and/or swelling about the face, body or extremities

Flushing and/or swelling of the face

Itching around the eyes, redness and swelling of the eyes, and tearing of the eyes

Itching and/or swelling of the lips, tongue or back of the throat

Itching and /or sense of tightness in the throat, hoarseness, difficulty breathing and/or swallowing

Itching of the outer ear canals Shortness of breath, repetitive coughing and /or wheezing, chest tightness, harsh high-pitched breathing (stridor)

Weak pulse, low blood pressure

Lightheadedness, feeling faint, fainting, collapse

Nausea, abdominal cramps, vomiting

Distress, anxiety and a sense of dread

The most dangerous symptoms of anaphylaxis include breathing difficulties and a drop in blood pressure or shock that are potentially fatal.

### **Process of Administering Auto-injectable Epinephrine to a Person with Symptoms of Anaphylaxis**

Evaluate the person and decide if the person's symptoms indicate possible anaphylaxis. Call for medical assistance when anaphylaxis is suspected. While the person is being evaluated for symptoms of possible anaphylaxis, send someone for the Epipen. Students who have been prescribed epinephrine by auto-injector and who have their own auto-injector in school or on an out-of-school event such as sports day or a school trip, should use or be given their own auto-injector epinephrine.

### **First Aid Kit**

A typical first aid kit in our school will include the following:

A leaflet with general first aid advice and phone numbers for emergencies

Bandages

Adhesive tape

Disposable gloves

Antiseptic spray

Plasters of assorted sizes



Scissors  
Iodine  
Alcohol  
Saline solution  
Sterile gauze  
Tweezers  
Burn Cream

No medication is kept in first aid kits.

First aid kits and boxes are stored in: The Welcome Desk, the prep room and the staff rooms in Primary and Secondary.

### **Defibrillator**

There are several members of staff trained in the use of the defibrillator (**see table on pages 2/3**). The defibrillator is located in the main entrance to the Primary building. Should you believe that any student or adult needs to be connected to the defibrillator, send someone to collect the defibrillator, call the nurse and ask for a named person to assist you.

### **Links with Other Policies**

This first aid policy is linked to the Health and safety policy as well as the Risk assessment policy.

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Audience: Whole School
Version control: Implemented in: Dec 2008, Reviewed: 2011 Policy rewritten July 2017 and reviewed July 2018, July 2019 and July 2020, July 2021, Oct 2021, July 2022, July 2024 and October 2024 Review date: July 2025





## I BUMPED MY HEAD AT SCHOOL TODAY

I bumped my head on \_\_\_\_\_  
because I was \_\_\_\_\_  
at \_\_\_\_\_. The school nurse says it  
doesn't look serious but wants you to  
know some things to keep an eye out for.

**H**

Headaches,  
drowsiness, seizures,  
unconscious

**B**

Balance issues  
and/or weakness

**E**

Eye problems,  
blurred vision

**U**

Unsteady on feet,  
slurred speech

**A**

Abnormal  
behaviour changes

**M**

Memory impaired,  
confused, disoriented

**D**

Dizziness or vomits

**P**

Poor concentration,  
drowsy, sleepy

If you see these symptoms seek medical advice