

First Aid Policy

This policy applies to all members of the school community at the school and for all school activities during and outside school hours.

Our school aims to safeguard all members of the school community by having a clear and effective response to accidents and medical emergencies. Therefore, First Aid provision will be provided at all times while people are on school premises and also off the premises whilst on school visits and trips.

This policy is based on ***DFEE Guidance on First Aid for Schools*** (Feb 12 2014) which has been amended to take into account that our school will operate within Spain and is therefore subject to Spanish laws and customs. The First Aid Policy will be implemented in conjunction with the school's Health and Safety and Visits and Trips Policies.

Aims

- To ensure that the school has adequately and appropriately qualified staff to provide First Aid care.
- To provide suitable and appropriate First Aid materials and equipment in school and for offsite activities.
- To ensure that, in the event of an accident, First Aid is provided efficiently, effectively and appropriately.
- To ensure that, in the event of an accident, any necessary medical information held by the school is available and used appropriately.
- To ensure that communication and contact with the emergency services and parents are clear and effective in the event of First Aid intervention or if further medical attention being required.
- To ensure accurate and updated records are maintained for incidents requiring medical attention and that student medical histories are maintained.

Application of the School's Policies

The close alignment of the Health and Safety Policy and Visits and Trips Policy are essential in ensuring the well-being and safety of all community members, with the pre-empting and prevention of accidents or incidents being an essential step in our safeguarding processes.

All community members should also know who to contact and how to do so should they have a concern about safety within the school or for a school activity.

Roles and Responsibilities in First Aid Care

Identified members of the school will assume responsibility for providing First Aid. They will participate in First Aid training on a yearly basis.

Their responsibility will be:

- ensuring the update and compliance with the First Aid Policy.
- ensuring that First Aid training and First Aid provision is appropriate and in-line with the school's policy.
- intervention and support within set parameters: take charge when someone is injured or ill, apply First Aid treatment for which they will have been trained, ensures that, if needed, ambulance or appropriate medical support is provided.
- control the restocking of the school's First Aid boxes
- provide the necessary First Aid kits for school trips
- monitoring behavior and boisterous play (to prevent injuries and accidents) at break and lunch times

Sick Bay – the school will provide a private and quiet area where students can be supervised during times of illness or whilst awaiting medical treatment or support.

First Aid Boxes - distributed throughout the school sites and situated in specific important locations will include: antiseptic, sterile gauze, cotton wool, bandages, adhesive tape, sticking plasters, scissors and disposable gloves. First Aid Boxes will be checked and restocked immediately after use and on a weekly basis.

Procedures in Event of Accident or Injury

- I. All staff, under their duty of care to pupils, are expected to make a judgment in the event of accident, illness or injury about the need for care, support or medical treatment and, where necessary, apply first response principles. The same principles and procedures set out below apply to colleagues and visitors.
- II. Staff are urged to err on the side of caution and, where any doubt exists, to call for the assistance of a colleague, refer to the school office or call for additional medical support.
- III. In all cases of bleeding the staff member administering first aid must wear gloves.
- IV. Minor first aid can be given by a teacher who will make an assessment of the seriousness of the injury or illness and decide whether further action is needed.
- V. Parents must be informed at the earliest opportunity of all injuries, accidents or illnesses sustained at school, however minor. Students who have received a blow to the head, however minor, will receive a sticker informing staff to be aware of this situation, and parents will be informed.
- VI. Where the injury or illness requires medical attention, but is not considered urgent, e.g. sprains, cuts requiring a small number of stitches etc., parents should be called and asked to collect their son/daughter and take them to the clinic.

- VII. Where an injury or illness requires urgent medical attention a 112 call should be made and an ambulance summoned.
- VIII. If parents cannot be contacted, or they are unable to come to the school to collect their child, the injured pupil will be taken to a clinic by a member of staff, usually in an ambulance or taxi. If, in exceptional circumstances a staff members car will be used.
- IX. In the event of a student needing to be taken to hospital by a member of staff the School medical insurance arrangements for pupils will be valid
- X. In the event of accident involving visitors their medical treatment will be covered by the School's insurance.
- XI. An accident report form, available from the office must be completed by the member of staff reporting the accident and handed into the school office.

Medical Information

Parents will be required to inform the school of any medical condition that their son/daughter may have. This information will be initially requested during the school's Admissions Process and, on an annual basis, parents will be asked to confirm and update this data. Parents will be also advised to share any important new or changed medical information as soon as it becomes available.

A Medical List, containing information on students' specific conditions and needs will be produced and made available to all staff. The appropriate actions to be taken will be included as pertinent to certain medical conditions. A separate list containing Severe Allergic Reactions will be posted in the Staffroom. In the event of a pupil having a medical condition that may requires the administration of medication during the school day parents are obliged to provide full details and the school personnel will follow set procedures.

All pupils who take part in residential trips will be required to complete the medical questionnaire, and provided in the school's Visits and Trips Policy.

Record Keeping

It is important to maintain accurate and updated information on each student and to collect and collate information on accidents at school. All accidents and illnesses referred to the school office will be recorded on a central information sheet, and these records will be monitored, reviewed and analysed on a regular basis.

Background medical information will be collected in line with the school's Admissions Policy and updated annually at the start of each academic year.