

Name of Policy:	First Aid Policy
Applicable to:	Whole School
Written by:	Doctor Noah
Contributors:	H&S committee
Approved on behalf of the ELT	April 2018
Effective date:	April 2018
Date of next review:	April 2020

First Aid Policy

NCBIS Mission Statement

To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

Purpose and Scope of Policy

Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	4
4. First aid procedures	5
5. First aid equipment	6
6. Record-keeping and reporting	6
7. Training	8
8. Monitoring arrangements	8
9. Links with other policies	8
10. Storage of medication	
Appendix 1: list of appointed persons for first aid	9
Appendix 2: accident report form	12
Appendix 3: first aid training log	13

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#),
- While we are not in the UK, we must report similar occurrences to local authorities.
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our Board Manual, and good educational Practice here in the MENA Region for International schools.

3. Roles and responsibilities

At NCBIS, we will have a suitably qualified person in Paediatric First Aid at all times in our Early years section, as well as qualified first aiders on all trips and in school sessions, including ECAs. We will run a Medical centre, with full time doctor (appointed person) and assistants.

3.1 Appointed person(s) and first aiders

The school's appointed person is Dr. Noha. Dr Noha is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate, as well as on stand-by at sports tournaments. It is the PE Department's responsibility to inform the Doctor of such tournaments.

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils to the medical centre to recover, or in the absence of the doctor, with the agreement of heads of School, ringing parents to collect students, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident. These forms are available in the Medical office as well as secretarial offices. You are welcome to keep several in your classroom or office, just in case.
- Keeping their contact details up to date

Our school's appointed person (Dr Noha) and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The Board of Directors

The Board of Directors has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the Principal and Health and Safety Committee. Day to day operational matters and day-to-day tasks are the responsibility of Heads of school and in fact all staff members.

3.4 The Principal

The Principal and Heads of School are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times students are present
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the Authorities when necessary (eg. outbreaks of infectious diseases)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called, or is unable to attend for any reason
- Informing the headteacher or their manager of any specific health conditions, "near misses" or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of the Doctor or a qualified first aider, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents and provide them with a copy of the accident or incident report.
- If emergency services are called, the Doctor or Head of School / delegate, will contact parents immediately

- The first aider/relevant member of staff who saw the injury / incident, will complete an accident report form on the same day, or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils (copies available from the Doctor)
- Parents' up-to-date contact details, with additional emergency contact number

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises, (or request that the company / host provides such risk assessment if no pre-visit can be made (eg overseas cultural trip)

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits and information should be obtained from the Doctor about best clinics / hospitals etc at the study visit / road trip.

5. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Security
- Reception (at the desk)
- Boiler and generator rooms, along with maintenance area

- All science labs
- Early Years
- The school kitchens
- School vehicles
- PE Centre
- Main Secretarial offices

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- A copy of the accident report form should be handed to the relevant section Leader or Head of Key Stage, for inclusion in the pupil's educational record by the Medical office (as well as logging a copy).
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with best practice and UK guidance.
- **6.2 Reporting to the HSE (where relevant)**

The Doctor and Executive Director will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) or Egyptian national Law (if different), within 10 days of the incident, or as stipulated by any changes in Egyptian law.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment

- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

If needed for British staff, or BSO requirements, Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The Doctor or Mrs. Cristina Seeley will inform parents of any accident or injury sustained by a pupil in EYFS as well as notification of any first aid treatment given, on the same day, and as soon as possible. The Doctor must always inform the relevant Head of School in other sections as well as Principal, of Head injuries and anything necessitating that a child goes home, or to a clinic / hospital.

6.4 Reporting to Ministry of Education and possibly child protection agencies (certainly delegated Child Protection Leads in School)

The Doctor / Head of Compliance will notify the relevant Ministry / Authorities of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable. If there are any suspicious circumstances of an injury in school or at home, please contact the relevant child protection Lead.

The Executive Director / Head of Compliance will also notify the relevant Ministry (MEd, MOSA) of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to. This includes American Heart Foundation practical courses in Cairo, as well as Educare refresher courses (and other providers by negotiation).

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Health and Safety Committee every year, in the light of any changes in Egyptian law, or International best Practice.

At every review, the policy will be approved by the Principal

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- School guidance on supporting pupils with medical conditions
- School Nut-free policy

10. Storage of Medicines

This will be only in the Doctor's surgery. Any other arrangements must be with full Parental authorisation and in the Doctor's full knowledge after consultation with the respective family. As a general rule, all medicines must be stored in the clinic, and dispensed by the Doctor.

Spare Epipens

The School Doctor will make sure that epipens are available and staff trained to use them.

AED Machine. This will be available in a closed (not locked) container outside the Clinic, and carried to the PE Office at times of Sports tournaments.

Appendix 1: list of appointed persons for first aid and/or trained first aiders

Staff member's name	Role	Contact details
1-Tracy Connor	Deputy Head Primary	01018104395
2- Paul Kauffman	Primary	01004175852
3- Passant Adel	Primary	01140449962
4- Mandy Carydias	Primary	01068289663
5- Israa Ragab	Primary	01221661999
6- Shaymaa Ghazal	Primary	01000100275
7-Olga Kes	Primary	01223390391
8-Zaheer Abbas	Primary	01206567603
9-Shady Hassan	Primary	01207395709
10-Samar Tawakol	Primary	01008511541
13-Reem Hegazy	Primary	01060556649
14-Claire Simpson	Secondary	01014857169
18-Hamis Swiliem	Secondary	01159666700/01005628146
19-Auday Ali	Secondary	01019965074
20-Basem Wagdy	Secondary	01001047299
21-Heba Khamis	Secondary	01006550366
22-Shahira Gharseldin	Dutch	01140460991

24-Sally Noum	Dutch	01224648952
25-Dimitra Kazantzidou	Primary	01200007574
26-Kayla Kenney	Primary	01200409024
27-Ada Ma	Primary	01276211576

Appendix 2: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			

Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again

Name of person attending the incident

Signature

Date

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>paediatric first aid</i>			
<i>anaphylaxis</i>			
AED Training			
Spine Board training in swim pool. Presented by Trainers in our PE Department on both occasions (Nigel and Phil)			
Start of year induction session on the Medical department			

Special student medical case session			
staff well being and analysis			
