

# First Aid Policy

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Version: 2.0

- Date of implementation: September 2015
- Date of last review: January 2021
- Policy review date: January 2023

Related policies:

- Health and safety Policy

## Rationale

Adequate first aid attention is a basic right for students and adults alike in the British College of Gavà. The creation of this policy ensures that individual needs are met effectively and that everybody is given the same care and understanding.

## Aims

- To provide clear structures and guidelines to all staff regarding all areas of first aid.
- To clearly define the responsibilities of all staff.
- To enable staff to see where their responsibilities end.
- To ensure adequate first aid provision is available both on the school site and on visits off site.

## Procedures

**On Identifying an Injured Person** Please check their ISAMS health record and:

### Case A:

**Scratch, graze, small bump or TLC:** the Secondary First aiders can provide first aid. Kits are Front Desk and Labs.

### Case B

**Head injury, nose bleeding, sprain, asthma, stomach pain, mouth injury, vomits, signs of high temperature:** Children should be sent to the school's reception to be treated.

When to contact a parent:

\*If there is vomit, diarrhoea or fever, parents will be contacted immediately and the student must be picked up.

\*Before calling the parent, the Head of section must be contacted and he/she will make the decision to contact the parent.

### Case C

**If the accident needs more treatment that can't be provided at school (stitches, broken bone):**

When possible, children should be sent or taken to the school's reception.

1) Ensure that the student is taken in the school's van to the "Brugues asistencial medical centre" in Gava, accompanied by teacher and driver.

Address: Carretera de Santa Creu de Calafell, 100, 102, 08850 Gavà, Barcelona

2) After coordinating transport, Receptionist or admin staff must call Allianz insurance, provide our insurance number and explain the details of the student and the accident. **Tel. 913255568**, insurance number **37748738\_0**.

3) Then receptionist/admin staff must call the family and inform them about the situation, explaining they should go to Brugues asistencial.

### Case D

**Calling the Emergency Services 112 or 061**

In the case of serious accidents it is the decision of the head teacher as to whether emergency services are to be called. If a member of staff is asked to call the emergency services they must:

- 1) State what has happened
- 2) Give the casualty's name and age and HOW MANY AMBULANCES ARE NEEDED. Only one ambulance per injured person.
- 3) State whether the casualty is breathing and/or unconscious
- 4) Ensure the location of the school is made clear: Carrer de Josep Lluís Sert, 32, 08850 Gavà.

Following the call, a member of staff should wait by the school gate in order to guide the emergency vehicle and staff. If the casualty is a student the head teacher must contact the parents immediately and give all information required. Should the casualty be an adult, their next of kin should be called immediately. All contact numbers for students/parents are kept in the school reception area.

## First aid staff

The school maintains an appointed 'primer auxiliar' who has primary responsibility for dealing with incidents requiring first aid within the Admin team. In addition, the school will maintain 10 members of the staff as 'Secondary First Aiders' to act in the said capacity. One (minimum) of these members should also be part of the admin team.

#### **Responsibilities of Primary First Aider:**

- To have completed and approved training course and refresh before the date of expiry.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school.
- To record treatments provided in the school (only case B) and inform the parent via online/ call.
- Periodically check the inventory of first aid supplies along with expiry dates.
- Report teachers about incidents

#### **Responsibilities of Secondary First Aiders**

- To have completed and approved training course and refresh before the date of expiry.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school.
- To determine if when a student should be sent to reception (Case B)

#### **Responsibilities of First Aid admin/reception staff**

- To have completed and approved training course and refresh before the date of expiry (Primer auxiliar and 1 person more)
- To give immediate help to students sent to reception that are case B
- To record treatments provided in the school and inform parents.
- Where appropriate, inform the student's tutor of an incident and related treatment.

### **First Aid Facilities**

The school commits to maintaining a designated treatment area situated in a room adjacent to the Head of Admin's office. Within this room there is a first aid cabinet with first aid materials to administer as per the health and safety guidelines.

This is the designated area where a student that is ill can wait while the parents are coming to pick him/her up.

The school also has four travelling first aid containers used for visits off-site and contain supplies recommended by health and safety regulations. Procedures of case C should for visits off-site, also be followed and call Allianz insurance where they will inform the closest hospital or medical centre to take the student.

There is another first Aid kit at the EYFS building and an EYFS First Aid designated Lead, that can provide first aid attention to any student (case A) in the EYFS area.

#### **Accident and Injury Reporting**

All treatment involving first aid should be recorded.

**IMPORTANT:** Where a student has a serious injury or injury to the head, the First aider should inform the Head of section and ask if the parent should be informed.

**Defibrillator** in reception area.

#### APPENDIX

PRIMARY FIRST AIDER - PRIMER AUXILIAR: Sandra Freitas

EYFS First Aid designated Lead:

Date of last First Aid training 08/01/2021

Trained staff Admin:

Bethany Montserrat (defibrillator)

Sandra Freitas

Moniek Knol

Marijn VanKalken

Lidia Miron

Trained staff Teachers:

Kelly Wakelin

Rebecca Plummer

Nina Pilcher

William Smith

Ella Lane (defibrillator)

Date of previous First Aid training:

23rd March 2019

Certificate valid for three years

Admin:

Maria Andrea Jacobo

Teachers:

Dan Pilcher

## **Monitoring and Review**

This policy should be reviewed as standard a minimum of once every two years.