



BISC FIRST AID POLICY

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

AIMS

- To identify the first aid needs of the School
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

OBJECTIVES

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aid persons to meet the needs of the Schools
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records

PERSONNEL

The **Principal** is responsible for the health and safety of his employees and anyone else on the premises. This includes the Heads and teachers, non-teaching staff, pupils and visitors.

He will ensure that a risk assessment of the School is undertaken and that the appointment, training and resources for first aid arrangements are appropriate and in place.

He will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The **Heads of School** are responsible for putting the policy into practice and for developing detailed procedures. He/she should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils and to know who to call if a first aid situation arises.

The **Appointed Person** at BISC is **Dr. Dalia Attallah**, the School's paediatrician. She will

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid boxes
- Ensure that an ambulance or other medical help is summoned when appropriate.

First Aid Persons at BISC include: Debbie Wellington, Nick Harvey, Jeremy Wyre, Georgia Paterson. They have completed a recent training course approved by local agencies, given that they run activities that could result in (minor) injuries (sports, horse-riding).

He/she will:

- Give immediate help to pupils with common injuries or illnesses and those arising from specific hazards at school
- Ensure that Dr. Dalia Attallah or an ambulance or other professional medical help is called.

All staff will ensure that Dr. Dalia Attallah or other professional medical help is called to in all first aid situations. All staff will ensure that Dr. Dalia Attallah or other professional medical help is called to treat pupils (or others) with particular medical conditions (e.g. asthma, diabetes, epilepsy).

PROCEDURES

(a) Risk assessments will be carried out on all school areas or school activities. Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Officer and department heads. Recommendations on measures needed to prevent or control identified risks are forwarded to the Principal.

(b) Providing information The Heads will ensure that staff are informed about the Schools' first-aid arrangements. The School Doctor will

- provide guidance and training to (new) staff as part of their induction programme
- maintain a first-aid register in the staff room
- give all staff information on the location of equipment, facilities and first-aid personnel. This will appear in the staff handbook.

(c) Immediate Emergency Action for a sick or injured pupil

1. Assess the nature and seriousness of the situation in terms of the child's safety.
2. Contact the Medical Centre for advice and assistance.
3. Write down some short details for the Medical Centre.
4. Confirm that the Medical Centre will contact and inform parents and, as necessary, other agencies.
5. The Medical Centre will write up notes on the incident to be copied to:
 - Class teacher or tutor and one remains on file in Medical Centre.
 - In serious situations, the Principal will be informed straight away.

Parental Consent for the Administration of Medicines

1. All parents are asked to complete a medical information form upon joining the school. This is updated on an annual basis or when parents need to inform the school of any changes.
2. Parents give prior written consent for the administration of routine medicines such as analgesics. Parents give specific written consent for the administration of special medicines, such as insulin injections. Medicines can only be administered by a qualified medical practitioner i.e. the school doctor or the school nurse.

Teachers or other staff are not allowed to administer medicines of any kind to any pupil. Teachers running school trips may, however, legitimately request that parents complete a medical form for their child for the purposes of the trip. Such information is held in strict confidence.

3. The Medical Centre will contact parents by telephone before administering routine medicines, as a back-up procedure. Parents will then receive a note from the Medical Centre which will have details of the medicine administered, the dosage, the time and circumstances. The Medical Centre will also keep notes on this within the child's case folder.

PROVISION

The School Doctor or equivalent is needed at School at all times. In addition, the risk assessment must determine the level of first-aid required for activities such as:

- Off-site PE
- School trips
- Out-of-hours provision e.g. clubs, events

Specific first-aid arrangements are needed in specialist areas of School: Science, PE in particular. These should be set out in the Department's Handbook and relayed to all members of the Department by the Head of Department.

The School Doctor is also on call in the period that pupils are being transported on School buses. The Transport Manager, Ashraf Gad, will contact the School Doctor in case of a medical emergency as well as calling for other assistance.

First-aid materials, equipment and facilities

The Heads of School must ensure that the appropriate number of first-aid boxes are present in line with the risk assessment of the site are available.

- All first-aid containers are in red boxes marked FIRST AID in black. The school is currently purchasing new green first aid boxes.

All first-aid boxes contain the following items:

First aid boxes are distributed as follows:

- | | |
|----------------------|---------------|
| • Medical Centre | 5 |
| • PE | 2 |
| • Science | 6 (1 per lab) |
| • Buses (1 per bus) | 1 |
| • FS | 1 |
| • Business Office | 1 |
| • Security | 1 |
| • Cafeteria | 1 |

- Each school bus must carry a first-aid container
- First aid containers must accompany PE teachers off-site
- First aid containers for weekend trips (such as IA) are supplied from the Medical Centre stock

Responsibility for checking and restocking the first-aid containers once a month lies with the School Doctor.

Accommodation

BISC provides a dedicated room for medical care:

- The Medical Centre on the ground floor at the front entrance to the School in Beverly Hills
- The Medical Room in Zamalek

Medical hours are 0745 to 1630 in Beverly Hills and 0745 to 1430 in Zamalek.

Different Types of Accident, Condition, Illness or Injury

Heat Exhaustion

Warning signs:

1. Tired and faint, headache, nausea.
2. Red, hot face.

First Aid:

1. Sit in cool, shaded spot.
2. Rest and fluids (may add ½ tsp salt to water).

Prevention:

1. Wear light clothing.
2. Take rests in shade.
3. Drink fluids freely with added salt.

Fainting

1. As soon as person feels faint, lay them down and raise legs a little or bend fully with head between knees.
2. Tell them to breathe slowly.
3. Loosen tight clothes.
4. As they improve, give them water to drink slowly.

Medical Emergencies

Diabetes

Warning signs of hypoglycaemia:

1. Weak, shaky, sweating pallor.
2. Poor concentration, yawning and poor co-ordination.
3. Clumsy, unreasonable behaviour.

What to do:

1. Give 6 lumps of sugar in a glass of water (2tbsp).
2. If sugar not available, give chocolate, cake or bread.

3. If unconscious, DO NOT give anything by mouth. Put in recovery position till medical help arrives.

Asthma

In case of a severe attack of wheezing and fighting for breath:

1. Loosen tight clothes.
2. Sit up with back straight but try to relax.
3. Tell him to try to take deep breaths from waist level.
4. Ask if they have an inhaler with them.
5. Let in fresh air.
6. Drink of strong coffee may sometimes offer relief.

Epilepsy or Fits

In jerking phase:

1. Mop away froth from the mouth.
2. Protect limbs from injury by moving away furniture or putting rolled up cloth between the limbs and surface knocked.

In relaxed phase:

1. Put in a recovery position.

When they come to, do not let them resume normal activity. Check for injuries.

Reporting accidents

The School Doctor must keep a record of any reportable injury, disease or dangerous occurrences. This will include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. All staff have a duty to report an accident, followed by a written summary of what happened, using the School **Incident Report Form**. All staff should seek the professional opinion of the School Doctor in all cases of accident, injury or illness, however minor.

Record keeping & Storage of Medicines

The School Doctor is responsible for maintaining a log of all accidents, injuries and illnesses. The record will also note any treatment given by the Medical Centre.

This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the person dealing with the incident.

All medicines are stored safely in a locked and secure cupboard under the control of the Medical Centre. A weekly physical stock check is made to (a) check stock against usage records (b) check stock use-by dates (c) order new stock. Some medicines (vaccines) need to be stored in refrigerated conditions. All medical equipment is kept in a locked and secure facility under the control of the doctor

Informing Parents

Parents must be informed of all injuries, accidents or illnesses sustained at school, however minor. **Telephone the parent** as a precautionary measure if the child has been sent to the medical centre or if other medical assistance has been required. Do this straight away. Record the injury, accident or illness. For minor matters, the teacher will write a comment in the pupil link book or log book, following a slip from the School Doctor. For more significant incidents, use the School Incident Report Form.

Parental Consents

Parents must give the school doctor or nurse prior written consent to administer medicines at school, given upon entry to the school by the parent. An annual data check is made by the school and it is the duty of the parent to report any changes to a child's condition. No medicines will be administered without this specific consent. Where the school doctor or nurse accompanies a school trip, additional consent will be sought on the trips' information form that parents complete as part of a trip's administration. Teaching staff or others must not administer prescribed medicines.

Health & Safety Committee

The School Doctor is a member of the BISC Health & Safety Committee which meets monthly. She is required to present data on accidents or injuries to the committee and this may help to identify trends, areas for improvement or training needs.

Appendix 1: First Aid Practicalities

General Wounds:

- 1- Sit patient down
- 2- Clean skin around the wound, but not the open wound itself. Use soap and water or Savlon swabs. Start at edge of wound and move away.
- 3- Place protective layer of gauze over wound, then apply thick pad of gauze or cotton.
- 4- Cover with bandage (not too tight).

If Object in the Wound:

- 1- If small and lying loosely in wound flick it away with clean piece and gauze.
- 2- If embedded in wound leave it there. Cover it loosely with gauze.
- 3- Seek medical help.

Eye Wounds:

- 1- Do not attempt to clean wound. Cover the eye with a smooth pad and lightly bandage.
- 2- If movement of eye is painful cover both eyes (as they move together).
- 3- Seek medical advice.

Bleeding:

- 1- Pinch edges of wound firmly together with fingers or press on wound hard.
- 2- Keep pressure and elevate the bleeding part.
- 3- Slip a pad or dressing under your hand (maintaining pressure all the time), then tie bandage. If no dressing available improvise clean cloths, towels, fabrics. Do not let patient apply pressure himself.
- 4- Cover patient. If wound still bleeding do not undo bandage. Put another thick pad over it and bandage firmly.
- 5- Keep injured part as still as possible.

Nose bleeds:

- 1- Sit patient down, lean forward.
- 2- Press the whole soft lower part of the nose between thumb and fore finger without interruption for 10 minutes.
- 3- If bleeding still continues. Continue for another 10 minutes.

*** When to suspect internal bleeding?**

Faintness, restlessness, thirst, pallor, sweating, weak and fast pulse, breathlessness (gasping for air)

*** How to Manage?**

- 1- Transfer to hospital.
- 2- Keep patient lying down with head low and legs raised.
- 3- Undo any tight clothing.
- 4- Cover warmly but loosely.

Burns:

- 1- Cool the burn. If small area, hold under tap water. If large area, immerse in a bucket of tap water or cover with a thick cloth soaked in cold water. Continue for at least 10 minutes. (do not use ice)

- 2- Anticipate swelling. Remove jewellery, tight clothes. Keep burnt part elevated.
- 3- Dress the burn with widest clean cloth available. Bandage loosely.
- 4- Clothes on fire: Smother the flames with first, thick, large cloth available. Better if wet.
- 5- Give patient half cup of water with a little sugar and a pinch of salt slowly over 10-15 minutes.

Scalds:

- Remove at once any non-adherent clothing hot from boiling fluids or steam.
- As above.

Blisters:

- 1- Do not break
- 2- If broken, clean with soap and water and apply dressing

Sprains:

- 1- Cooling affected joint with cold compresses during first half hour.
- 2- Soak a thick cloth in cold water, wring it out and place it over joint.
- 3- Renew when it becomes dry or warm.

Muscle Cramps:

- 1- Stretch the affected muscle.
- 2- Rubbing the area may help.

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