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British School of Gran Canaria

First Aid

Policy Document



THE BRITISH SCHOOL OF GRAN CANARIA

FIRST AID POLICY

1. Scope

This policy applies to all members of the school community at The British School of Gran Canaria and for all school activities during and outside school hours.

2. Definitions

Throughout this document the following words, terms and phrases have the following meanings:

The school – synonymous with The British School of Gran Canaria.

BSGC – synonymous with The British School of Gran Canaria.

Community members – students, staff, families, Governors and friends who belong to The British School of Gran Canaria through attendance, employment or support of the school.

Off-site activities – include all trips and visits as outlined in the school's Visits and Trips Policy.

SMT – Senior Management Team that consists of the Head, Heads of Primary and the Senior Teachers in Secondary.

3. Rationale

BSGC 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 the British School of Gran Canaria operates within Spain and is therefore subject to Spanish laws and customs. The First Aid Policy is implemented in conjunction with the school's Health and Safety and Visits and Trips Policies.

4. 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 off-site 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.

5. 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. Therefore, as essential steps in ensuring safe working environments at all times, regular inspections and evaluations of the school and its facilities are conducted thorough Risk Assessments prior to school visits and trips.

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 – see the school's Health and Safety and the Whistle-Blowing Policies.

The Health and Safety Committee will undertake an assessment of First Aid needs on an annual basis and ensure updates and improvements are made where necessary.

6. Roles and Responsibilities in First Aid Care – see Appendix A

Identified members of the BSGC community will assume responsibility for providing First Aid. These roles are;

- First Aid Governor – assigned responsibility for ensuring the update and compliance with the First Aid Policy.
- First Aid Leader – assigned responsibility for ensuring that BSGC training and First Aid provision is appropriate and in-line with the school's policy.
- School First Aiders – identified staff with training that allows intervention and support within set parameters. Identified First Aid staff will;
 - take charge when someone is injured or ill,
 - apply First Aid treatment for which they have been trained,
 - ensures that, if needed, ambulance or appropriate medical support is provided.
- School Office First Aider – identified member of the office staff who will;
 - control the restocking of the school's First Aid boxes,
 - provide the necessary First Aid kits for school trips.

- Patio Supervisors – have a close and important role in monitoring behaviour and boisterous play (to prevent injuries and accidents) at break and lunch times. They can also provide immediate front line cover when accidents occur and administer minor first aid. The Patio Supervisors have a small portable First Aid kit with plasters, etc equipped for minor attention for students.
- All BSGC Staff – will make their best endeavours, particularly in emergencies, to secure the welfare of pupil in the same way that parents might be expected to act towards their children. (DfEE - Guidance on First Aid for Schools (2014) p4).

Training

- First Aid Leader, School First Aiders, School Office First Aider and Patio Supervisors will participate in First Aid training on a yearly basis.
- All staff to have regular training that develops basic knowledge and understanding every two years.

7. BSGC First Aid Provision

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 i.e. sick bay, sciences laboratory and PE office. First Aid Boxes will include: antiseptic (Cristalmina), sterile gauze, cotton wool, bandages, adhesive tape, sticking plasters, scissors and disposable gloves.

First Aid boxes are distributed as follows:

Tafira

- Office ground floor
- Medical Room
- Dining Room
- Kitchen
- Maintenance Workshop
- Cleaner's Room
- Saturday School / Summer Camp office
- Secretarial Support Office 3rd Floor
- Staff Room
- Nursery classroom
- Infants patio
- Infants corridor
- Juniors patio
- Head of Primary's office
- 4th Floor landing in front of lift
- SQ's office
- P.E. office
- Art Room

- Chemistry Lab
- Physics Lab
- Biology Lab
- Lab Assistant's Room
- South
- office
- upper floor
- ground floor
- Nursery
- Kitchen

First Aid Boxes will be checked and restocked immediately after use and on a weekly basis, with this process being monitored by School Office First Aider on each site.

First Aid Kits for Trips – these are provided for all school trips and excursions. These are supervised, restocked and adapted to students' needs prior to use by the School Office First Aider on each site.

8. 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, one of the School First Aiders, 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 School First Aider who will make an assessment of the seriousness of the injury or illness and decide whether further action is needed. If further action is deemed appropriate then a member of the SMT must be informed.
- 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 identified by the SMT, usually in an ambulance or taxi. If, in exceptional circumstances a staff members car is used, they should be accompanied by a second member of staff.

- 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 is valid Tafira: Hospital Materno Infantil, San Roque Las Palmas, Perpetuo Socorro and Clinica Santa Catalina.
South: Hospital Materno Infantil and San Roque Meloneras. (See Appendix C for addresses)
- X. In the event of a member of staff needing to be taken to hospital the School's medical insurance arrangements are with *Asepeyo* in Avda Juan XXIII, Las Palmas and *Asepeyo* in the Eurocentre, Playa del Ingles.
- XI. In the event of accident involving visitors their medical treatment is covered by the School's insurance.
- XII. An accident report form, available from the office and on the school's Admin System (Documents>IForm 11 Internal Accident Form), must be completed by the member of staff reporting the accident and handed into the school office. (See Appendix D.)

9. Medical Information

Parents are required to inform the school of any medical condition that their son/daughter may have. This information is initially requested during the school's Admissions Process and, on an annual basis, parents will be asked to confirm and update this data. Parents are 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 is produced and made available to all staff. The appropriate actions to be taken are included as pertinent to certain medical conditions. A separate list containing Severe Allergic Reactions is posted in each Staffroom, the school offices and with each member of the SMT, for access in an emergency. The attention and awareness of staff will specifically be drawn to these issues, as will the location and administering of epi-pens and other such emergency treatments (see Appendix E). The designated School Office First Aider will also ensure that epi-pens and other needs are included in any First Aid Kit for school visits and trips.

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 as outlined in Administering Medicines Policy and the school personnel will follow set procedures.

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

10. 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. (See Appendix F)

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

Appendix A – BSGC Roles and Assigned Personnel

First Aid Governor – Monica Vriethoff

School First Aiders

David Arocha – Lead First Aider in Tafira

Sandra Hernández

Marga Reyes

Mima González

Pilar Boullosa

Nereida González

Claire Halstead

Tara Simmonds

Pamela Gardiner – Lead First Aider in South School

Lory Sciaresa

Heike Gufler

School Office First Aider

Pilar Boullosa (Tafira) and Lory Sciaresa (South)

Patio Supervisors

Reyes Casiano, Mila Morales, Yessica Robaina (Tafira)

Appendix B – Log of First Aid Training

Course	Date	Staff Involved
San Roque Basic Paediatric Training Course – 2 hours	29/30 th August 2016	All staff
Asepeyo Training Course	13/10/2017	Sandra Hernández David Arocha Kay Harrison Pam Gardiner Marga Reyes Miguel Socorro Mima González Nereida González Pilar Boullosa Álvaro García Lory Sciaresa Heike Gufler Keith Brien Luis Bolaños Miguel Casiano Cristóbal Martín Sandra Alemán Montserrat Miranda Milagrosa Morales Candelaria Castillo Reyes Casiano Yessica Robaina
AoFAQ Level 2 - Emergency First Aid At Work (QCF) Basic Paediatric	24/02/2017	David Arocha Sandra Hernández Marga Reyes Mima González Pilar Boullosa Nereida González Lory Sciaresa Claire Halstead Tara Simmonds Pamela Gardiner

Appendix C – School Hospital’s Addresses

- Hospital Materno Infantil: Avda. Marítima del Sur, s/n, 35016, Las Palmas de Gran Canaria.
- Hospital Vithas Santa Catalina: Calle León y Castillo, 292, 35005 Las Palmas de Gran Canaria.
- Clínica Perpetuo Socorro: Calle León y Castillo, 407, 35007 Las Palmas de Gran Canaria.
- Clínica San Roque Meloneras: Calle Mar de Siberia, 1, 35100 Maspalomas.

Appendix D – Accident Report Form

INTERNAL ACCIDENT FORM

Form 11 - to be completed in case of any accident or incident

<u>Student's Name and Year Group:</u>	
<u>Date:</u>	
<u>Nature of Injury:</u>	
<u>Nature / Cause of Accident:</u>	
<u>Action Taken:</u>	
<u>Signature:</u>	<u>Date:</u>

Appendix E – Location and Administering Information for Epi-pens

Secondary students: Sergio Quintana

Primary: Rachael Harrison

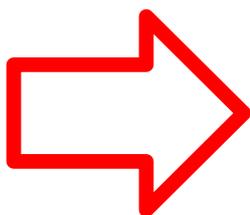
Infants: Krissy Basset

In main office downstairs and in first-aid box in the kitchen: locked in zip bags with instructions and parents authorisations.

PROCEDURE FOR SERIOUS ALLERGIC REACTION

EMERGENCY SIGNS AND SYMPTOMS

EMERGENCY		affects two or more organs.	→ Tightness in throat or hoarse voice, repetitive cough.
			→ Shortness of breath, gasping, repetitive dry cough, breathlessness, wheezing, bluish skin or lips.
			→ Pale, weak pulse, loss of consciousness, dizziness, feeling of impending doom.
			GIVE ADRENALINE auto-injector: 0.15 / 150 - 0.30 / 300
			GIVE ADRENALINE auto-injector: 0.15 / 150 - 0.30 / 300
			GIVE ADRENALINE auto-injector: 0.15 / 150 - 0.30 / 300



CALL 112.

SAY "ANAFILAXIA". FOLLOW INSTRUCTIONS.



1. Grasp the injector with the hand you use to write, with your thumb closest to the yellow cap.



2. Pull off the yellow or blue cap with your other hand.



3. Place the black injector tip against the outer thigh. Hold the injector at a 90° angle to the thigh.



4. Push the black tip firmly into the outer thigh until you hear a 'click'. Keep it pushed in for 10 seconds, then remove.



5. Massage the injection area for 10 seconds.

