



Byron College

First Aid Policy

Issued: November 2013

First Review Date: March 2016

Second Review Date: August 2017

Review Date: August 2019

Distribution: To all

Byron College complies with the relevant legislation with regard to the provision of first aid to pupils, staff, parents and visitors.

The provision made is constantly under review and the School takes this responsibility very seriously as consistent with its overarching Health & Safety Policy which is reviewed annually.

Byron College aims to fulfill the following objectives:

- To identify the first aid needs of the School;
- To ensure that first aid can be provided at all times when people are in the School, both in and out of teaching hours and whilst on all School trips, visits and excursions;
- To appoint an appropriate number of suitably trained people as first aiders; to keep a record of any training and to review the School's needs on an annual basis;
- To provide sufficient and appropriately distributed resources and facilities;
- To promote awareness of Health & Safety issues within the School and to present, where possible, potential dangers or accidents during school time and on School trips
- To ensure that all pupils, staff and parents are informed of the School arrangements for First Aid
- To keep proper records and reports on all accidents and to investigate the cause of all accidents with the aim of reducing future risk
- To make all necessary reports to the Greek Ministries when requested and to report any Contagions/Illnesses to the Ministry of Health.

Parents are obliged to provide, upon registration and yearly thereafter, a completed **Byron College Pupil Medical Health Form**. This form:

- ✓ Should be signed by a Paediatrician
- ✓ Records details of inoculations
- ✓ Provides details of medical conditions and eye/hearing data
- ✓ Will serve as a consent form for the administration of medication when needed

Parents are requested to advise the School of any changes to a pupil's medical record.

First Aid Kits are available at the following points:

- School office
- Nurse's Office

- PE office
- Science labs
- School Canteen
- School Lodge at entrance
- All School buses
- A portable first aid kit is kept for all School sporting matches is kept in the PE office
- A portable first aid kit is also kept for use by all staff supervising out-of-School trips, visits or excursions.

These First Aid boxes should include:

- Plasters
- Eye pads with bandages
- Triangular bandages
- Wound dressings, medium and large
- Disposable gloves
- Alcohol free wipes
- Antiseptics
- Antihistamines
- Steri strips
- Cotton wool
- Disposable ice packs

The School Nurse is responsible for checking the contents regularly and for re-stocking when necessary.

The Nurse's office is set aside as the designated First Aid Room for treatment, sickness and administering first aid.

The Nurse's office is fully equipped with and the School Nurse is a registered nurse with the Greek state, is bilingual and is present throughout the school day. When she is absent she is replaced by a suitable colleague who is qualified to administer paediatric first aid.

All staff have undertaken 'First Aid Essentials' training.

First Aid Procedures

In School:

- In the event of a medical emergency the School Nurse is called
- If a pupil complains of illness or is injured they are taken to the School Nurse for treatment
- A sick or injured child must be supervised at all times
- Parents should be contacted ASAP so that the child can be collected and taken home if necessary

Hands should be washed before and after administering first aid.

Disposable gloves should be worn.

Exposed cuts and abrasions should be cleaned under running water and made dry with a sterile dressing.

ALL serious accidents should be reported to the Head Teacher who is informed daily by the School Nurse and immediately when a parent is to be contacted.

Pupils with particular medical conditions:

- The School will require exact medical details for those pupils with particular medical conditions. Parents are asked to provide these details at the time of registration
- Any medication that is to be held by the School and to be administered by the School Nurse, at School, would require parental consent and a doctor's prescription.
- Antibiotics will only be administered at School with a doctor's prescription and a request/consent note from parents and by the School Nurse.
- If medication for particular conditions such as: diabetes, asthma, epilepsy, is to be kept at School then they will always be kept in a locked cabinet to which only the nurse and trained personnel will have access.

In an emergency:

- The School Nurse, first aider or most senior leader on site will decide when an ambulance should be called
- In the event of an ambulance being required, the School Nurse (or other designated first aider) will identify how many other staff members are required to assist and allocate tasks accordingly – all other staff must leave and continue to maintain order in the school and ensure continuity of learning
- At no time will the pupil be left alone, and he/she should be made to feel as comfortable as possible. In the event of the pupil being EAL the Head Teacher will identify a member of staff to speak to the pupil in their first language where possible to provide reassurance and gather any other relevant information
- The Head Teacher (or other designated senior leader) will remain with the School Nurse to ensure that he/she has full understanding of the health of the pupil and will advise Alexia Sandis accordingly regarding the information to provide to parents
- Alexia Sandis (or other designated person) will contact parents and coordinate information between the Head Teacher (or other designated senior leader). If the parent has not been reached then the Alexia Sandis (or other designated person) must continue their attempts and, if necessary, contact an appropriate emergency contact number
- Alexia Sandis (or other designated person) will advise parents as to which hospital the child will be taken to and confirm where and when a parent will join the child. If the parent is meeting the pupil at the hospital the School Nurse must travel with the pupil and remain there until parents have arrived.
- A list of emergency numbers is posted in the appropriate offices and work areas
- The School reserves the right to call a private ambulance when this is considered to be necessary – the number is listed in our emergency numbers list.
- Parents with children who have particular medical conditions will be asked to provide prior permission for private ambulances to be used.
- The Finance Office should also contact as soon as practicable the School's insurance agents to receive advice on the required paperwork that needs to be completed as a matter of urgency. At an early, but appropriate time the parents of the pupil need also to be informed of insurance arrangements.

Out of School

- A school mobile phone must be taken by staff taking trips out of School
- Teachers will need to have checked that any child with asthma has their inhaler with them
- Pupil Health & Medical information sheet must be collected by the School Nurse a day before the trip.
- A first aid kit with appropriate contents should always be taken in every school trip.

The Head Teacher has the ultimate responsibility for ensuring that the School policy regarding the preparation of and risk assessment of all educational visits is properly followed, and the outcomes recorded.

Advice on Hygiene

- Please wash hands before and after giving first aid
- Please use single-use, disposable gloves when any treatment might involve blood or other body fluids
- Where blood or other body fluids have been spilt then the surface must be cleaned with 1/10 parts of chlorine
- The School will ensure that hand sanitisers are placed in the sick room and are made generously available throughout the School

How to take steps to deal/control infections

- Any child with an infectious condition will be sent home
- That child will not be allowed to return to School without a doctor's note confirming that they are no longer infectious
- Parents are obliged to inform the School if their child has been absent due to an infection disease and to provide a doctor's note confirming that the child is now free from infection
- The School will comply with all Ministry of Education and Health directors on wider issues of infection diseases.

A Report on an Incident

Any significant injury is recorded in the relevant accident book which is kept in the Nurse's office. A medical report will be kept with the child's medical records by the School Nurse. Less serious injuries, prevalent usually in the playground will be recorded by the School Nurse who must deal with them.

Insurance Coverage

All pupils are insured for First Aid coverage by ATE Insurance, i.e. the school can cover the first expenses in an emergency until parents are involved and then can decide the course of action they would like to take for their child. In most instances, this coverage is more than adequate. However, as a matter of course all pupils until 16 years old are to be taken to 'Paedon' Children's Hospital in the event of an emergency as the quality of care they provide is very good.