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BSO Standards Compliance: Part 3, Part 5, Part 6

Related legislation and guidance:

- Special Education Needs and Code of Practice 0-25 years (2014)
- School Standards and Framework Act (1998)
- Standards for British Schools Overseas (August 2023)
- Keeping Children Safe in Education (2026)
- Early Years Foundation Stage (EYFS) Statutory Framework – for group and school-based providers
- Equality Act (2010)
- Relevant Greek Legislation

It should be read in conjunction with the following Byron College Policies:

- Safeguarding and Child Protection
- Health and Safety
- Complaints
- Admissions
- Educational Visits and Trips procedure

https://www.byroncollege.gr/about-us/policies

Policy Statement

Byron College is committed to providing First Aid personnel and equipment for its students and staff in case they are injured or become ill in school. Byron College also provides First Aid cover for other people who are not our employees but come to our premises as clients or visitors - where necessary and appropriate.

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and Board are aware of their responsibilities with regard to First Aid
- Provide a framework for responding to an incident and recording and reporting the outcomes

First Aid Training Requirements

The School complies with the applicable Greek health and safety requirements for first aid provision and staff training. More than 50% of staff have received practical first aid training for Children and Adults through an external certified provider, including Basic Life Support (BLS), CPR, AED use, choking management and first aid for common emergencies. The remaining staff complete an annual First Aid module through the National College. Sufficient trained first aiders are available whenever students are on site, including during breaks, clubs, fixtures and educational visits.

An Automated External Defibrillator (AED) is available on the central staircase on the ground floor. It is checked regularly and may be used by staff trained in its use A current list of trained First Aiders, with their photographs, is displayed prominently around the school site.

Accidents and Treatments

Our School Nurse is responsible for:

- Taking charge of any injured or unwell person once summoned, assessing the situation and providing appropriate treatment.
- Taking students to the Medical Room, which is suitably equipped for the examination and treatment of students and can accommodate the short-term care of sick or injured students. The room has a washing facility and is located close to a toilet.
- 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.
- Contacting parents to collect their child so they can recover at home whenever necessary.
- Recording all accidents on CPOMS and completing a detailed accident report for serious accidents, on the same day or as soon as reasonably practicable.

School staff are responsible for:

- Ensuring they follow First Aid procedures.
- Ensuring they know who the First Aiders in school are.
- Reporting all accidents and incidents they attend to the School Nurse and, for any serious injury, recording their own account of what happened on CPOMS on the same day.
- Informing the Headteacher or their Line Manager of any specific health conditions or First Aid needs.

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The nearest adult gives immediate help and summons the Nurse or a First Aider in their absence, who then takes over.
- The Nurse or First Aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The Nurse or First Aider will also decide whether the injured person should be moved or placed in a recovery position
- It is the Nurse's responsibility to contact parents and inform them of the incident/accident and the course of treatment that was followed.
- If the Nurse or First Aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the Nurse or First Aider will recommend the next steps to the parents

For minor injuries that may require medical attention from a doctor, the school will inform the parents to collect their child. If the parents are unavailable, the School Nurse may accompany the student to a public children's hospital.

If the student needs to be taken to hospital immediately, an ambulance will be called. The parent is to be informed of the need to visit a hospital and is asked to arrive at the hospital as soon as possible so as to be present for any medical decisions that need to be made. In an emergency, the ambulance service decides which hospital the student is taken to. The nurse or another member of staff accompanies the student if a parent is not present, and first aid cover in school is maintained. If parents are unavailable, the school does not take students to private hospitals or clinics; parents who prefer private treatment may arrange this when they collect their child.

Administration of medication

All treatment and medication take place in the Nurse's Office unless it is inadvisable for the student to be moved. Parents provide the medication to the School Nurse together with the relevant medical prescription, which states the reason for the medication, dosage and duration of treatment. The Nurse administers medication strictly as prescribed by the doctor. Parents provide details of their child's medical conditions, allergies and medication on the school's medical form at admission and renew it at the start of each academic year

The School keeps prescribed emergency adrenaline auto-injectors (EpiPens) on site for use in accordance with the School's emergency procedures. In line with Greek law, staff, including the school nurse, do not administer EpiPens directly but can support and guide a student to administer their own prescribed auto-injector where appropriate. If a student is unable to use their own auto-injector, staff call the emergency services immediately and seek urgent medical instruction. Parents of students at risk of anaphylaxis are made aware of these arrangements when agreeing their child's emergency plan with the School Nurse. After an auto-injector has been used, the emergency services are always called and parents are informed immediately. Parents collect medication when the course of treatment ends, or at the end of the academic year where medication may be required periodically.

Off-site procedures

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

- A mobile phone
- A portable First Aid kit including students individual medications (if applicable)
- Information about the specific medical needs of students
- Parents' contact details

The school maintains accident insurance for students.

Record-keeping and reporting

All accidents, including minor incidents, must be reported to the School Nurse, who provides appropriate treatment and records the incident on CPOMS. For more serious accidents, the Nurse also completes an accident report. For any serious injury, staff who witnessed or attended the incident also record their own account on CPOMS on the same day. Parents are informed of any accident or injury sustained by a student, and of any first aid treatment provided, on the same day or as soon as reasonably practicable. Accident records are monitored by the Head of Inclusion and reviewed periodically to identify patterns, recurring concerns and potential risks. Any significant concerns or emerging patterns are reported to the Senior Leadership Team (SLT), with appropriate action taken where required. Accident and first aid records are also subject to Board oversight as part of the School's wider health, safety and safeguarding monitoring.

Accidents involving staff are recorded separately and reported to the relevant authorities in accordance with applicable Greek requirements.

EYFS

The School's EYFS provision operates in accordance with Greek law and is aligned with the Early Years Foundation Stage (EYFS) Framework in relation to first aid, accidents, injuries, medical care and record-keeping. For children in the EYFS:

- An appropriate first aid box is accessible at all times.
- Accidents and injuries, including the first aid treatment provided, are recorded on CPOMS.
- Parents are informed of any accident or injury and any first aid treatment provided on the same day, or as soon as reasonably practicable.
- Any serious accident, illness or injury of a child while in the School's care, is escalated and reported to the relevant authorities where required.

- Accident and injury records are reviewed periodically to identify trends or recurring concerns, including patterns relating to particular activities or environments, and appropriate action is taken to reduce identified risks.
- EYFS medical and accident records are maintained securely and access is restricted to those who have a professional need to see them.
- Staff working with EYFS children have completed practical first aid training covering infants, children and adults, delivered by a certified external provider and recognised by the Greek authorities. At least one member of staff with this training is on site whenever EYFS children are present and accompanies them on outings .

The School maintains appropriate records of first aid training and ensures that EYFS staff are aware of the procedures for responding to and recording accidents, injuries and medical emergencies.

Data Protection and Confidentiality

All first aid, accident, injury and medical records are treated as confidential and handled in accordance with the School's data protection requirements and applicable data protection legislation. Records are stored securely and access is limited to staff who have a professional need to see the information. Information is shared with parents, professionals or relevant authorities only where appropriate and in accordance with the School's safeguarding, medical and data protection procedures.