



# THE BRITISH SCHOOL OF MILAN

LEARNING TO EXCEL SINCE 1969

## FIRST AID POLICY

The British School of Milan (BSM) is committed to providing emergency first aid in order to deal with accidents and incidents affecting children, employees and visitors.

The Principal has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

This policy aims to comply with relevant legislation in force in Italy.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of first aid. All staff will endeavour, at all times, to secure the welfare of pupils. Anyone on the School premises is expected to take reasonable care for their own and others' safety.

This policy is part of a number of school policies aimed at safeguarding children in all circumstances.

### **Aims of this Policy**

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury
- To ensure that medicines are only administered at the School when express permission has been granted for this
- To ensure that all medicines are appropriately stored
- To promote effective infection control

*Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should contact the School Reception who will contact the emergency services in the event of a medical emergency. If staff are off-site, they should call an ambulance and then call reception to inform that an ambulance has been called.*

### **To achieve the Policy Aims, the School will:**

- Have suitably stocked first aid boxes.
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health.
- Appoint sufficient First Aiders to take charge of first aid.
- Provide information to employees, pupils and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Review and monitor arrangements for first aid on a regular basis (and at the very least on an annual basis). The Principal, together with the School Nurse, is responsible for this review.



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### **Pupil Welfare Officer/School Nurse/Staff Health and Safety Officer**

The School employs a fully qualified nurse as a Pupil Welfare Officer/School Nurse (known as the School Nurse) on a full-time basis during term time. The school's staff have a Health and Safety Officer who co-ordinates risk assessments and organises relevant training. The School Nurse is supported by half-termly visits from the School Doctor.

### **First Aid Room**

The School has a designated First Aid Room which is clearly marked by a sign on the door.

### **First Aid Boxes and First Aid Travel Bags**

The first aid boxes are located in the following locations:

- The First Aid room
- The laboratory prep rooms
- The school kitchen
- The Primary playground (various locations)
- The EYFS playground
- The Guard's office (to be taken to the Church at lunch with Y10&11)

The first aid travel bags (located in the PE Office, Schuster Gym, Guard's Office and First Aid Room) are taken by staff to:

- Off-site sports facilities
- Off-site visits and trips

It is the responsibility of the School Nurse to check the content of the first aid kits at least half-termly and restock if necessary. First Aid kits must also be checked before and after use for an Educational Visit.

### **First Aiders and Defibrillator (AED\*) Operators \*Automated External Defibrillator**

The main duties of First Aiders and AED operators are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders and AED operators are to ensure that their first aid certificates are kept up to date through liaison with the Principal.

The School Nurse is the designated person for providing first aid and medical care in school. In addition various members of staff have completed approved first aid courses. The list of members of staff who are first aid trained is updated on an annual basis by HR with a copy to the School Nurse.

### **First Aid and Defibrillator (AED) Training**

The Principal together with the School Nurse will ensure that there are appropriate numbers of First Aiders and/or Appointed Persons at all times and will ensure that they have undergone appropriate training, refreshed at regular intervals. This training includes Pediatric First Aid Training for EYFS staff.



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### **First Aid and Defibrillator Information**

Notices are located throughout the School indicating the location of the first aid boxes and the defibrillator (on the wall in the First Aid Room). The names of the School's First Aiders can be requested from the School Nurse. Access to the Defibrillator information is on the desktop landing page.

### **Emergency Procedure in the event of an accident, illness or injury**

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration.

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

### **Ambulances (112)**

The first aider/appointed person is always to arrange for an ambulance to be called on 112 in the event of:

- a serious injury
- any significant head injury
- a period of unconsciousness
- suspicion of a fracture
- uncertainty over the seriousness of the injuries
- uncertainty over the treatment needed
- use of the defibrillator.

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person and for parents to be called. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardian or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents or named representative arrives at the hospital. If this is not the case then a member of SLT must approve the circumstances ie if parents insist otherwise. Once an ambulance has been called School Reception should also be informed.

### **Procedure in the event of contact with blood or other bodily fluids**

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- use suitable eye protection and a disposable apron where splashing may occur
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- wash hands after every procedure



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If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with clean water and/or an eye wash bottle
- record details of the contamination
- take medical advice (if appropriate)

### **Accident Reporting**

All accidents, administration of first aid and/or medicine will be recorded on ISAMS and the First Aid Book which is overseen and located in the School Nurse's Office.

The Record shall include:

- Date, time and place of accident
- Name and form of the person involved (if a pupil)
- Details of injury and treatment and any medication given
- Outcome of accident
- Name and signature of the person or first aider dealing with incident

In addition, an Accident/Incident or Head Injury Report Form is filled in for any significant accident in those categories. If appropriate, a copy of the accident report is sent to HR for filing and subsequent forwarding to the School's insurance company.

### **Reporting to Parents**

In the event of accident or injury to a pupil at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, significant or major, and be given guidance on action to take if symptoms develop. This will normally be done by the school nurse.

In the event of serious injury or an incident requiring emergency medical treatment the relevant SLT member will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept on the MIS.

In the event of a minor injury, where appropriate, the First Aider will contact parents by telephone at the end of the School day.

### **Reporting to the Authorities**

Where legally required to do so, accidents involving pupils, employees or visitors will be reported to the authorities.

### **Visits and Events Off-Site**

Before undertaking any off-site events, a risk assessment of the event and the persons involved will be undertaken by the trip leader to determine any potential first aid implications. When appropriate a portable first aid kit will be carried. On trips, pupil medication will be administered according to agreed protocols with parents and School.



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### **Pupils with Medical Conditions**

A central list of all pupils' medical conditions and any particular requirements are kept on the MIS managed by the Nurse. No pupil shall be given medicine unless permission has been granted by the parents.

The information held by the School will include a record of pupils who need to have access to asthma inhalers, Epipens, injections or similar. Parent must inform the school if their child carries or uses any of these. The parents will fill in an **Allergy Action Plan** with the School Nurse, giving details of the condition and treatment needed and giving consent where relevant. Where parents consent, and it is deemed appropriate, individual students will be given responsibility for keeping such equipment on them

A First Aider will retain and administer an inhaler or Epipen for each pupil who is deemed not to be sufficiently competent to carry them. In these cases, such equipment and medicines will be kept, suitably labelled, in a locked cabinet in the School Nurse's Room.

*As a general rule, First Aiders shall not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.*

### **Storage of Medication**

Medicines are always securely stored in accordance with individual product instructions, apart from in cases where pupils have been allowed to carry their own medications.

All medicines are stored in the original dispensing container, together with the prescriber's instructions for administration and the manufacturer's leaflet. All medicine should be labelled with the name of the patient, date of prescription and expiry date of medication.

All medicines will be returned to a parent/guardian at the end of the academic year or earlier in the case of a leaving pupil.

### **Linked Policies**

The Administration of Medicines Policy

Health and Safety Policy

Educational Visits Policy