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 Nurse Office in first instance or 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.

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- 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.

School Nurse/Staff Health and Safety Officer

The School employs two fully qualified nurses to ensure that at least one is available at all times during the school's opening hours throughout term time. The Operations Manager organises First Aid Training.

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 and labs
- The school kitchen (managed by Pellegrini)
- The Primary playground
- The EYFS playground
- The Guard's office (a bag 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 Nurses 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.

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First Aiders and BLS/AED-Trained Staff

The main duties of First Aiders and staff trained in Basic Life Support (BLS) with the use of an Automated External Defibrillator (AED) are to provide immediate care to pupils, staff or visitors when required and to ensure that an ambulance or other professional medical assistance is called when necessary.

The Operations Manager will ensure that all relevant First Aid and BLS/AED training certificates are kept up to date through liaison with the external Health and Safety Officer.

The Nurse Staff are the designated personnel responsible for providing first aid and medical care within the school. In addition, a number of staff are qualified First Aiders and/or trained in Basic Life Support (BLS) with AED use and are available to deliver immediate assistance in the event of an incident or when the Nurse Staff are otherwise engaged. The List of trained staff is regularly updated by the Operations Manager, with a copy provided to the Nurse Staff.

First Aid, BLS with AED Training

The Operations Manager, together with the Nurse Staff, will ensure that there are appropriate numbers of First Aiders and staff trained in Basic Life Support (BLSD) with the use of an AED available at all times. All relevant staff will receive appropriate training, which will be refreshed at regular intervals in accordance with the current guidelines. EYFS staff will hold Pediatric First Aid certification and Pediatric Basic Life Support with AED training, ensuring appropriate emergency care for younger children.

First Aid and Defibrillator Information

Notices are located throughout the School indicating the location of the first aid boxes and the two defibrillators (on the wall outside the First Aid Room and inside Room 210 on the top floor). The names of the School's First Aiders can be requested from the Operations Manager. Access to the Defibrillator information is on the Sharepoint landing page._ The Operations Manager checks and records the AEDs are working effectively.

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 the Nurse Staff. If summoned, the Nurse Staff will assess the situation and take charge of first aid administration.

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In the event that the Nurse Staff 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)

If the Nurse Staff is not immediately available, any member of staff is always to arrange (directly or through the School Reception) for an ambulance to be called on 112 in the event of:

- Breathing difficulties or not breathing
- Severe allergic reactions
- Seizures that are prolonged or do not resolve
- An acute confused state
- Chest pain
- Severe bleeding that cannot be stopped
- Serious head injury
- Severe burns
- In an event of a suspected heart attack or a stroke
- Loss of consciousness
- Suspicion of a fracture
- When there is uncertainty as to the seriousness of the injuries sustained
- When there is uncertainty as to the treatment required
- When the Automated External Defibrillator (AED) is required for use

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If an ambulance is called then the Nurse Staff (who in the meantime has been informed of the incident) 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., 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

Spills Kits

Fully-stocked spills kits are sited at strategic points around the School site. Individual departments are responsible for checking their own spills kits at regular intervals. If items (e.g. gloves) are used, the person who used them must notify the Nurse Staff so they can be replaced immediately.

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

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
- seek medical advice (if appropriate)

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Accident Reporting

All accidents, administration of first aid and/or medicine will be recorded on ISAMS by the Nurse Staff.

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, a BSM Accident and Incident report form.pdf is filled in for any significant accident in those categories. If appropriate, a copy of the accident report is be sent to the Operations Manager for filing and subsequent forwarding to the School's insurance company.

An accident is an occurrence that has the potential to cause injury, or damage, or that results in harm, even if no injury or only minor injury occurs.

An incident is an occurrence that has the potential to cause harm, injury, or damage, or that results in harm, even if no injury or only minor injury occurs. This includes near misses where no injury is sustained but where harm could have happened.

The completed form must be shared with the Operations Manager to avoid any uncertainty or misses.

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 Nurse Staff.

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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 ISAMS.

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

Reporting to the Authorities

Should the Nurse Staff/First Aiders suspect that an accident involving pupils, employees or visitors, could/should be reported to the authorities, please inform a member of the SLT who will take care of the following steps.

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.

Pupils with Medical Conditions

A central list of all pupils' medical conditions and any particular requirements are kept on ISAMS and managed by the Nurse Staff. 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 Nurse Staff, 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.

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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 pupil, and expiry date of medication. The Nurse Staff are responsible for monitoring the expiry date of all stored medication and must notify parents prior to expiry, so that replacement medication can be supplied by the parents without delay. Parents are responsible for ensuring that all medication provided to the school is in date. If replacement medication is not supplied before expiry, the Nurse Staff of First Aider will be unable to administer the medication and cannot accept responsibility for any resulting inability to do so.

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

Appendix -BSM Accident and Incident report form.pdf