



1. Introduction

- SIS – LPEBL KT is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. SIS – LPEBL KT will seek to ensure that its legal duties and policy objectives are always complied with.
- All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
- All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
- The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.

2. Responsibilities

- It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.
- The Head Teacher has responsibility for:
 - Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy
 - Ensuring regular inspections are carried out
 - Ensuring action is taken on health, safety and welfare issues
 - Passing on information received on health and safety matters to appropriate people
 - Carrying out accident investigations
 - Identifying and facilitating staff training needs
 - Conducting and/ or checking daily risk assessments, ensuring all documents are up-to-date.
- All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of pupils, themselves and others who may be affected by anything they do or fail to do. Employees have a responsibility for:
 - Checking classrooms/work areas are safe
 - Checking equipment is safe before use
 - Ensuring safe procedures are followed
 - Ensuring protective equipment is used, when needed
 - Carrying out regular inspections and making reports to the head teacher
 - Ensuring action is taken on health, safety and welfare issues
 - Passing on health and safety information received to appropriate people
- In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.
- Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

3. Provision of First Aiders

- SIS – LPEBL KT uses the [HSE guidance](#) to determine the required number of first aiders for their circumstances. This assessment of need should be reviewed at least annually.
- We aim to have at least 60% of classroom staff holding a valid First Aid certificate. At least one staff with full First Aid certificate is on the premises while children are in school.
- To ensure adequate coverage and quick accessibility to a first aider for both students and staff the following must also be considered:
 - adequate provision in order to cover absence, leave, offsite activities etc
 - previous injuries / illnesses experienced
 - the layout of the premises e.g. floors, split sites...
 - the location of the school and remoteness from emergency services
 - any specific hazards on site
 - numbers of pupils on site
 - extended / extra-curricular school activities

The first aiders listed below (see chart at the end of the document) will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:

FLOOR	FIRST AIDER 1	FIRST AIDER 2	LOCATION
Ground floor	Marie GUELFY	Charlotte BEYAZIAN	Office
1st floor	Isabelle LABRU	Sarah WILLIAMS	MS/ Nurs.Rec
2nd floor	Hana POUZAROVA	Julie BONAZ	Y4/ CM1.2

Charlotte BEYAZIAN is the First Aid Appointed Person and is responsible for:

- the correct level of first aid equipment is maintained in each first aid box and liaise with the AO for any order needed
- checking that a bin is dedicated for blood and body fluid is available in the medical room
- ensuring that accidents books are available per floor and in the playground bag
- checking the ScholarPack First Aid log book for indications of recurrent or frequently reported types of injury; in case the accident rate shows an increase in such or such school area or circumstance, draw and implement an action plan
- ensuring that medical information provided by parents through the Back to School questionnaire is always kept accurate and accessible to staff in case of need
- ensuring accident books are available per floor and in the playground bags

- In higher risk areas such as cooking workshop, PE etc. staff must be aware of immediate remedial measures in order to manage the initial injury and ensure an effective hand over of any specific information to the school first aiders.

4. First Aid Kits & Accident Books

- First Aid kits are available:
 - In each classroom
 - In the playground bags (school's entrance) (one for EYFS; one for KS1/2)
 - In the First Aid room
 - In the PE room
 - In the Staff room
 - In the school kitchen
 - In the office
- Accident books are available:
 - In each playground bag
 - In the staff room
 - In the office
 - In the CM1/2 classroom
- First aid kits should contain an adequate quantity of suitable first aid materials and nothing else. (cf. Annex 1)
- All first aid kits must be checked regularly and restocked by a designated member of staff; items should not be used after expiry date shown on packaging. Extra stock should be kept in the First Aid room.
- First aid kits do not include pupils' personal medication and thus first aid kits should **NOT** contain any medication apart from the one listed in Annex1.
- First aid arrangements are in place where school premises are used outside of 'normal' hours (Allergy posters, contact details available during Garderie and Wednesday clubs).
- Accident books must be filled in appropriately and put back where they were found immediately after use.

5. First Aid Room

[The School Premises \(England\) Regulations 2012](#) require that every school have a suitable room that can be used for medical treatment / the short-term care of sick and injured pupils when required. This area should be equipped with a sink, be reasonably near a WC. The room can be used for other purposes, except teaching, so long as it is readily available for medical use when needed.

- The First Aid Room is located on the Ground floor, in the dining hall; is equipped with sink linked to the water mains and is close to the Ground floor toilets
- The First Aid Room is to be used whenever a child is sick or injured.
- One cubicle in the ground floor toilets is reserved and labelled for the use of a sick child when/if required.
- Blood and body fluids are to be disposed of in the dedicated bin inside the First Aid Room.

6. Routine First aid procedures

In case a child has/ appears to have a temperature during the school day:

- 1) First check the temperature casually, applying your hand on the pupil's forehead
 - a- The pupil is warm but does not have a fever, they can stay in class but need to take off one layer of clothes when possible and be given plenty of water.
 - b- The pupil is warm and possibly has a fever; check with the class strip thermometer (available in the FA kit).
- 2) The pupil has a temperature (above 38): they need to be taken downstairs; the office will check their temperature once again with the ear thermometer.

Parents will only be called when the child has a temperature verified with the ear thermometer.

The HT/ office will always try first to get permission to administrate medicine over the phone. When not possible, the HT/ office will refer to the pupil's Scholarpack details to decide.

Administration of Medication:

- Must be done according to the Administration of Medication Policy and after checking the pupil's profile on ScholarPack for authorised medication to be given
- Must be logged in the child communication book with the following compulsory details:
 - Date:
 - Time:
 - Symptoms: (headache, temperature, earache...)
 - Outcome: (TLC, water, hot bottle, medicine...)
 - Legible signature
- These details must be logged in Scholarpack as well, in the pupil's page, ancillary tab, first aid.

If a child hurts himself/herself during the school day:

The nearest adult must take care of the pupil following the First aid policies and procedures.

- Check in the child's Scholarpack details for the use of Gemolene/Arnicare/Boots antiseptic spray (laminated form available in the office, the First aid Room, each Playground First Aid kits).
- In case of small cut, graze, disinfect the wound with disinfectant wipe/ spray and gauze when on the playground; when inside the school, use water and soap.
- When the wound is very light and not bleeding at all, don't do anything and do not apply plaster.
- In case of a bump:

Most of the times, TLC will be sufficient.

Otherwise apply an ice pack (2x10min max) covered by a textile sleeve. (please be careful to always put back the ice pack in the freezer as soon as/ in case of use of



disposable ice pack, please make sure it is thrown away after use and new ones have been replaced in the Playground First Aid kits).

- In case of a head bump, parents have to be notified whatever the intensity of the shock. (please see also §8 below)

Any intervention must be recorded in the nearest Accident book (following the procedure to fill in the AB) and then has to be logged in ScholarPack in the pupil's page (i.e ancillary tab/ first aid).

7. Specific Medical Needs

Pupils with special medical needs

- Parents have to fill in the **Back to School questionnaire** accurately (i. e. **Medical questionnaire section**) and/or fill in the online **ADMINISTRATION OF A MEDICATION - PARENTS CONSENT FORM** available on the school's website) in order for the school to be able to provide safe and secure environment for the pupils to learn and progress. Some information is compulsory when declaring an illness, allergy, intolerance; failing to provide all needed details may threaten the child's safety on the setting.
- Staff have read the present document, the **Administration of a Medication policy** and the various guidance on accidents and first aid at school (for instance, the various updated info and measures provided in the Daily Staff Communication Book).
- In addition, some staff carry their own prescribed medication such as inhalers for asthma, insulin for managing diabetes etc. If individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.

Asthmatic pupils

- Bring in and carry their own inhaler after parents have filled the online **ADMINISTRATION OF A MEDICATION - PARENTS CONSENT FORM**.
- Children's inhaler is always to stay with them and kept at a specific place in classrooms during lessons.
- Children's spare inhalers are stored in the First Aid cupboard in the office.
- Children are encouraged to manage their asthma on their own but under staff supervision; children below KS2 are to be supervised and helped by staff.
- For help and guidance, please refer to the links below:
<https://www.asthma.org.uk/advice/child/medicines/help/>
<https://www.nhs.uk/conditions/asthma/asthma-attack/>

Allergies/ intolerances

- Bring in and carry their own medicine (anti-histaminic syrup and/or epipen) after parents have filled the Online Administration of Medication – Parents' Consent form
- Children's medication are always to stay with them and kept at a specific place in classrooms during lessons.
- Children's spare EpiPen are stored in the First Aid cupboard in the office
- Children are encouraged to manage their allergy on their own but under staff supervision; children below KS2 are to be supervised and helped by staff.



- For help and guidance for the use of adrenaline auto injector, please refer to the link below:

<https://www.nhs.uk/conditions/anaphylaxis/treatment/>

- For help and guidance, please refer to the links below:

<https://www.nhs.uk/conditions/allergies/>

8. Emergency First aid procedures

Treatment of Injuries

- SIS – LPEBL KT will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

- In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

- Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:

NHS DIRECT 08 45 46 47

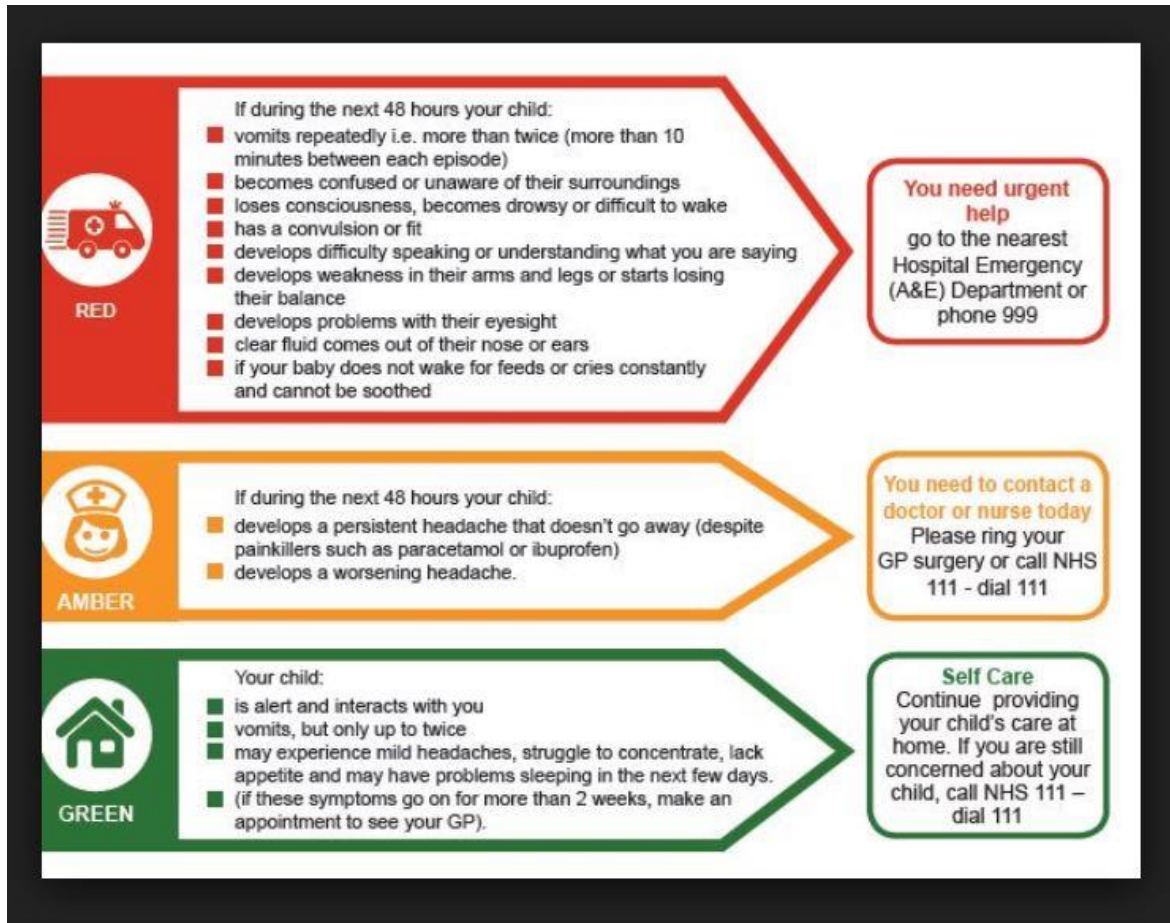
Suspected Head, Neck & Spinal Injuries to Pupils

- In the event of a suspected head, neck or spinal injury to a pupil, it is the policy of the school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury. The injury is logged in the Accident Book.

- For guidance, please click below:

<http://www.sja.org.uk/sja/first-aid-advice/head/head-injuries.aspx>

- The following assessment and pathway have to be followed:



- Most of the times, will only occur minor head injuries, which requires to be cared for with the application of an ice pack and the application of Arnicare if authorised and relevant.

- For help and guidance, please see below:
<https://www.nhs.uk/conditions/minor-head-injury/>

- The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

- In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact 999 for advice or phone for an ambulance as appropriate.

Other Significant Injuries

- Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

- In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of:

- a telephone call
- a slip record from the accident book

9. Escorting pupils to Hospital

- 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 dial 999/112 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements to liaise with ambulance services on the School premises.
- 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.
- If the First Aider does not consider that he/she can adequately deal with the present condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

Ambulances

- The first aider/appointed person is to always call an ambulance on the following occasions:
 - In the event of a serious injury
 - In the event of any significant head injury
 - In the event of a period of unconsciousness
 - Whenever there is the possibility of a fracture or where this is suspected
 - Whenever the first aider is unsure of the severity of the injuries
 - Whenever the first aider is unsure of the correct treatment
- If an ambulance is called then the First Aider in charge, should make arrangements for the ambulance to have access to the injured person.
- 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, guardian or a named representative appointed by a parent arrives at the hospital.

10. Procedure in the event of contact with blood or other bodily fluids

- First Aiders should take the following precautions to avoid risk of infection:
 - wear suitable disposable gloves when dealing with blood or other bodily fluids
 - cover any cuts and grazes on their own skin with a waterproof dressing
 - use suitable use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
 - eye protection and a disposable apron where splashing may occur
 - 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 tap water and/or an eye wash bottle



- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination in the accident book
- take medical advice (if appropriate)

11. Procedure for the use of Accidents Books

- It is a legal requirement to report **all accidents**.
- There is an accident book in the staff room and one, in each playground bag, in the office and in the CM1/2 classroom.
- In case of an accident, either in a classroom or on the playground or outside school when on an outing, the member of staff attending the incident must fill out all the relevant sections in the accident book. Please make sure you place the card sheet in between the pink and the white sheet.
- The person who dealt with the accident should describe it, write their name clearly and sign next to the description of the accident.
- In case of a serious accident call 999 and report it to the Head Teacher as soon as possible. All serious head accidents must be reported to the Head Teacher and parents be informed asap.
- All head accidents must be monitored during the day. In case of dizziness or if the child feels unwell report to the Head Teacher for further action.

- The Accident Book duplicate sheet (i.e white sheet) has to be compulsorily stuck in the child's communication book before the child's departure at home time and the parent/carer picking up the child on the day has to be verbally informed at the door that an accident report form is to be signed in the child's communication book.

-Staff on duty during midday break must inform the pupil's class teacher of any incident happened earlier, so that the situation can be monitored closely along the day.

12. RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), as amended by RIDDOR 2013, makes a statutory requirement to report some accidents to the HSE. The Head Teacher must keep a record of any reportable injury, disease or dangerous occurrence.

This must include:

- the date and method reporting
- the date, time and place of the event
- personal details of those involved and a brief description of the nature of the event or disease

This record can be combined with other accident records. Such as the school accident book and the Scholarpack log book (logbook).

The following accidents must be reported to the HSE:

- Involving employees or self-employed people working on the premises:
- accidents resulting in death or specified injury (including as a result of physical violence)



- accident which prevent the injured person from doing their normal work for more than seven days

For definitions, see HSC/E guidance on RIDDOR 1995, as amended by RIDDOR 2013, and information on Reporting School Accidents (Annex A).

<http://www.hse.gov.uk/pubns/edis1.pdf>

➤ Involving pupils and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to
- any school activity, both on or off the premises
- the way the school activity has been organised and managed
- equipment, machinery or substances
- the design or condition of the premises HSE must be notified of fatal and major injuries and occurrences without delay.

The Head Teacher is responsible for ensuring this happens.

13. Record keeping

The Head Teacher must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years.

School's central record (i.e Scholarpack):

This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met. The Head Teacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons.

This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident

The Head Teacher must have in place procedures for ensuring that parents are informed of significant incidents. (see §.11)



STEWART INTERNATIONAL SCHOOL – LPEBL KT / FIRST AID POLICY

APPENDIX 1 – SCHOOL FIRST AID KITS CONTENT LISTS

First aid resources

The First Aid Kits comply with the Health and Safety (First Aid) Regulations 1981 (one per classroom) (one in each playground bag, one in the First Aid room) and contain the following items only:

CLASSROOM KIT		PLAYGROUND/ PE KIT	
ITEM	QUANTITY	ITEM	QUANTITY
Guidance leaflet	1	Guidance leaflet	1
Medium sterile dressing	1	Assorted waterproof plasters	20
Large sterile dressing	1	Eye pad	1
Triangular bandages	1	Triangular bandages	2
Safety pins	2	Conforming bandage	1
Eye pad sterile dressing	1	Crepe bandages	2
Sterile adhesive dressings	10	Elastic adhesive bandage	1
Cleansing wipes	4	Gauze swabs	5
Adhesive tape	1	Non-adherent dressing	1
Nitrile disposable gloves	1	Microporous tape	1
Resuscitation face shield	1	Face shield	1
Foil blanket	1	Saline eye wash pods	2
Hydrogel burn dressing	1	Instant cold pack	1
Conforming bandage	1	Yellow bio-hazard bags	2
Plaster	1pack	Emergency foil survival blanket	1
Scissors	1	Pair tuff-cut scissors	1
Thermometer	1	Safety pins	6
		Disposable gloves	2
		Trigger spray	1
		Bath sponge	1
		Germolene	1
		Arnica	1
		Boots antiseptic spray	1
		Yellow bio-hazard bags	2
		Emergency foil survival blanket	1



- The school has portable first aid kits which are used on outings and visits
- Ice packs are stored in the freezer.
- The First Aid cupboard is easily accessible to adults in the office and is kept out of the reach of children.
- No un-prescribed medication is given to children, parents or staff.

The Present policy has been drawn under:

DfE Supporting pupils at school with medical conditions (maintained schools):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

DfE Supporting pupils at school with medical conditions: links to resources

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-links-to-other-useful-resources-2>

DfE Health & Safety publications for schools:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<https://www.gov.uk/government/collections/health-and-safety-in-schools>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

DfE Guidance on First Aid for schools:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

DfH Guidance on the use of adrenaline auto-injectors in schools:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

DfH Guidance on the use of emergency salbutamol inhalers in schools:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

HSE 1st Aid guidance leaflet:

<http://www.hse.gov.uk/pubns/priced/l74.pdf>

<https://www.hse.gov.uk/pubns/hsc13.pdf>

HSE guidance on first aider provision:

<http://www.hse.gov.uk/firstaid/faqs.htm#appointed-persons>

St John's Ambulance 1st Aid advice link:

<http://www.sja.org.uk/sja/first-aid-advice.aspx>

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