



BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

## **First Aid Policy**

### **Updated October 2023**

#### **Introduction**

Britannica International School, Shanghai, is a community of resilient, respectful lifelong learners which offers a safe, supportive and stimulating learning environment where every member of the community is encouraged to strive for excellence. At Britannica International School, Shanghai, we are committed to providing all learners with high quality learning experiences that lead to a consistently high level of student achievement and attitude.

This policy summarises our expectations and common working practices, which reflect the aims and objectives of the school and support its Vision Mission and Values.

#### **First Aid**

First Aid The purpose of First Aid is to:

- promote a safe environment
- preserve life
- prevent injury or illness from becoming worse
- help promote recovery
- provide comfort to the ill or injured
- provide initial assessment and whether professional treatment is necessary We will endeavour: to provide first aid as necessary from trained staff to promote health and safety awareness in children and adults, in order to prevent first aid being necessary to encourage every child and adult to begin to take responsibility for their health needs

#### **First Aid Provision**

The Principal is responsible for ensuring that there is an adequate number of up to date qualified First Aiders.

The Trip Leader is responsible for taking and returning the Portable First Aid kits on educational visits which are available from the Receptionist.

The First Aiders will ensure the maintenance of the contents of the first aid boxes within the school. All staff will be trained in any aspects of First Aid deemed necessary e.g., asthma, epilepsy, the use of an EpiPen.

All staff will ensure that they have read the school's First Aid Policy and know who are the designated First Aiders (as stated on the First Aid Box).

At the time of admission parent's and caregivers' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

### **First Aid Boxes**

Fixed First Aid Boxes are located in:

- All floors of the building
- Nurses Office
- Admin Offices
- Swimming Pool
- Canteen
- Sports Hall
- PE Office

First Aid Boxes are accessible to adults and kept out of reach of children. Contents: In accordance with the relevant ISO standard and the UK Health and Safety (First Aid) Regulations 1981, the mounted First Aid kit contains:

- 1 dressing sheet 40 x 60 cm
- 1 dressing sheet 60 x 80 cm
- 3 medium dressings
- 2 large dressings
- 3 elasticated fixing bandages 4 m x 6 cm
- 3 elasticated fixing bandages 4 m x 8 cm
- 1 elastic dressing support - size 3
- 2 eye pads • 6 (= 3x 2) viscose dressing sheets 10 x 10 cm
- 1 adhesive tape roll 5 m x 2.5 cm
- 8 large plasters 10 x 6 cm
- 1 Bag - 5 finger plasters 18 x 2 cm, 5 fingertip plasters, 10 elastic plasters 1.9 x 7.2 cm
- 1 triangular bandage
- 1 Sirius rescue sheet silver/gold 160 x 210 cm
- 10 sheets non-woven towel 20 x 30 cm
- 2 re-sealable polythene bags 30 x 40 cm
- 1 pair scissors 19 cm
- 2 pairs vinyl gloves
- 1 First Aid Guide

Each box has a dated checklist to ensure stock is sufficiently maintained, or remains sealed since purchase to assure the completeness of the contents. Cold packs are also to be found in the freezer of the fridges in the nurse's office.

No medicines are kept in the First Aid Boxes. Single-use latex gloves are available in or near the First Aid boxes for dealing with spillages and bodily fluids. Emergency numbers to call and the names of designated First Aiders are displayed on the outside of the mounted First Aid Boxes.

### **Procedures In school**

In the event of injury or medical emergency, if possible, contact the appointed First Aider(s) or another Teacher. This should be done by mobile phone if the injured party is not close by to the First Aider. All staff and volunteers have access to all staff mobile numbers and staff should ensure that they carry their mobile phones at all times. The injured person should not be left unattended. Any pupil complaining of illness or who has received a minor injury is sent to the nurse's office for the qualified First Aider(s) to inspect and, where appropriate, treat.

Constant supervision will be provided (this designated facility has access to a wash basin and toilet facilities). Parents are contacted if there are any doubts over the health or welfare of a pupil.

### **Serious injury**

In the case of a more serious injury being sustained the patient should not be moved and the First Aider should administer first aid at the site of the accident. If the accident area is unsafe than the patient must first be moved safely in accordance with St. John Ambulance approved methods, and then have first aid administered to them. If the First Aider, then deems it necessary the ambulance should be called immediately and a member of staff (preferably a Mandarin speaker) accompanies the pupil to hospital.

Parents are asked to go immediately to the hospital by the Principal.

if the situation warrants it then an ambulance should be called at the earliest opportunity without waiting for the appointed person to arrive on the scene. All serious accidents should be reported to the Principal who will contact the child's parents ASAP. If the Principal is absent then this role defers to the Vice Principal.

It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their car insurance company and parents have given permission for this. The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).

No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St. John's Ambulance guidelines. For their own protection and the protection of the patient, adults who administer first aid should take the following precautions:

Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.

### **Out of School**

The Trip Leader is responsible for ensuring that a Portable First Aid kit (from Reception) is taken on the excursion. Parents will ensure that pupils who require medication have this with them - e.g., inhalers for asthma sufferers, Epipen, insulin dependent diabetics. In preschool there must be at least one person on outings who has a current paediatric first aid certificate. (Taken from the Early Years Foundation Stage - Statutory Framework)

### **Action at an Emergency (To be undertaken by trained First Aider)**

Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury? Assess the casualty for responsiveness: Does the casualty respond?

IF THERE IS NO RESPONSE:

Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin. Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least. Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR) - alternate 30 compressions with 2 breaths (current St. John's Ambulance recommendations).

### **Incident Reporting**

All incidents, injuries, head injuries, ailments and treatment are reported on a Student Accident Form, available on sharepoint and in nurses' office. The form is completed by the First Aider (if first aid was administered) or Teacher, signed and given to the Principal.

The Principal file this in the Accident Folder in his office. Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.