



British Junior Academy of Brussels

First Aid Policy

Revised January 2019



The British Junior Academy of Brussels

First Aid Policy

This policy is for the whole school including the Early Years Foundation Stage

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## **1.0 AIMS AND OBJECTIVES**

The British Junior Academy of Brussels aims to ensure that all children, staff and visitors to the school will be competently cared for following injury or accident either on the premises or during any off-site activity. The school will provide a statutory level of First Aid provision and trained staff to handle any adverse or hazardous occurrence. The school will ensure an immediate response to any emergency and will contact next of kin without delay.

## **2.0 PURPOSE**

The purpose of this policy is to establish the responsibilities and procedures to ensure the competent care following an injury or accident. This policy should be read in conjunction with BJAB First Aid Equipment/ Procedures.

## **3.0 RESPONSIBILITIES**

### **3.1 Proprietor**

The Proprietor should ensure that the school fulfils its statutory obligations for First Aid care for all pupils, employees and visitors to the school on- and off-site.

### **3.2 Headteacher**

The Headteacher (or in his/her absence the Head of Pastoral Care) should:

- appoint a responsible person (HS&W Officer) to manage day-to-day First Aid provision.
- ensure that all personnel are familiar with school First Aid procedures
- provide regular First Aid training for staff
- ensure sufficient resources and time are given to First Aid management
- inform the Governing Body on important First Aid matters
- ensure parents are informed of any accidents

### **3.3 Staff**

All staff should:

- be familiar with the school's First Aid Policy
- attend First Aid training courses as required
- identify nearby Nominated First Aiders in their building
- report all accidents promptly to the Headteacher and ensure that an Accident and Incident Form is completed

### 3.4 Nominated First Aiders

Selected staff members will be Nominated First Aiders and will attend appropriate First Aid training on a regular three-year training cycle; this is to be provided as part of the school's INSET programme. A member of the Early Years Foundation Stage is required to have First Aid training which meets Early Childhood needs i.e. Paediatric First Aid (Belgian equivalent). A member of the Garderie staff is also required to have First Aid training. Nominated First Aiders will be assigned to both BSM and MH. Continual First Aid cover should be available to allow for staff absence. Names of these First Aiders for both buildings are displayed on the school's main notice boards and in the entrance hall.

Nominated First Aiders should:

- be familiar with the location and contents of First Aid Kits around the school
- be familiar with students who have heightened medical needs according to Medi Check Lists and Care Plans, and the location of medication such as EpiPens and inhalers
- inform the Health, Safety & Welfare Officer if, in the event of administering First Aid, essential contents in the First Aid Kits are depleted
- be ready to administer appropriate First Aid (in accordance with their training) to pupils, visitors and other school members on school premises or during school activities when needed

### 3.5 Health, Safety & Welfare Officer

The Health & Safety Officer should

- ensure First Aid boxes/kits are fully equipped and maintained
- maintain the Medical Room
- ensure that portable beds/blankets, ice packs and thermometers are available for use when needed.
- update the Medi-Check List each term
- devise individual Care Plans for pupils with special medical needs
- provide First Aid signage

This policy is the responsibility of Mrs White, the Headteacher, and Madame De Maertelaere, the School Proprietor	Revised: January 2019
<b>Mrs White,</b> <b>Headteacher</b> .....	
<b>Madame De Maertelaere,</b> <b>Proprietor</b> .....	
<b>To be reviewed:</b>	January 2020

## **BJAB FIRST AID EQUIPMENT/PROCEDURES**

### **1.0 PROVISION OF FIRST AID KITS**

#### **1.1 School provision**

The school is stocked with First Aid 'cases', 'kits' and 'bags' which are described in greater detail below. All first aid cases and boxes will be checked and restocked by the HSW Officer each term. If a staff member removes, breaks or depletes any First Aid materials, the HSW Officer should be notified via email so that the items can be replaced.

#### **1.2 First Aid cases and boxes**

The school provides a number of well stocked First Aid cases for internal use in key locations in both buildings (Appendix 1). Their location is indicated by a white cross on a green background. Contents comply with the recommendations detailed by the Belgian Red Cross and the UK Department for Education. In addition, the school provides a number of smaller 'quick fix' red First Aid boxes for less serious injuries. All First Aid kits will also include the following documentation:

- Inventory of contents
- First Aid instructions
- Emergency services numbers

#### **1.3 Weekly trip to Sports Centre**

For visits to the Sports Centre on Wednesdays, the school office keeps bags containing the First Aid boxes, relevant documentation, and a mobile phone. Class teachers going to the pool and gym complex, are responsible for taking and returning these bags to the school office immediately on arrival back at the school.

#### **1.4 Other off-sites**

For all other trips, off-site, the Visit Leader should notify the HS&W Officer in reasonable time to facilitate an appropriate level of First Aid provision.

### **2.0 ACCIDENT PROCEDURES**

#### **2.1 Minor accidents**

Minor accidents may be dealt within school by either, the First Aider or the class teacher as appropriate.

The injured person should have any wounds treated using the First Aid kits.

Medical gloves should be worn to prevent cross contamination.

Details of an incident are to be recorded on an Accident Form, signed by the Headteacher, and filed in the School Office (Appendix 2).

Class teachers should always be made aware of any incident involving a member of their class and a written record sent home to parents either in the contact book or by letter. It is always best practice to telephone parents immediately or to speak/reassure parents of procedures taken when they collect their child at the end of the school day.

Any spillage of bodily fluids is to be dealt with by the caretaker or cleaners. Materials are to be disposed of in plastic bags in the basement refuse bin. There are two Accident Cleaning Boxes (Sick Boxes) for this purpose stored in two locations:

- BSM Level 1 – cloakroom
- MH Sunshine Gym – cupboard in children's toilets

## 2.2 Serious accidents

Serious accidents will be dealt with by a nominated First Aider who will assess the degree of injury and treat as appropriate. In broadest terms, this would include a person unconscious or disorientated (perhaps after a fall); bleeding profusely or in severe pain. If there is any doubt, it is wise to err on the side of caution in the interest of the patient and seek professional assistance. The emergency services are to be called without delay stating clearly the:

**Emergency Telephone:**  
**European 112**  
**Ambulance & Fire: 100**  
**Poisons Centre: 070 245 245**  
**Red Cross: 105**

- nature of the accident
- symptoms and degree of injury
- age of the victim
- precise location of the accident. If the accident has taken place on the premises, the name and full address of the school should be stated AND which entrance the ambulance should come to:
  - Boulevard St-Michel 83, Etterbeek
  - Rue des Atrébates 122, Etterbeek

The school office should make emergency contact with parents or guardians as indicated on the pupil's application form/Parents Contact List. In the case of an adult, next of kin should be informed.

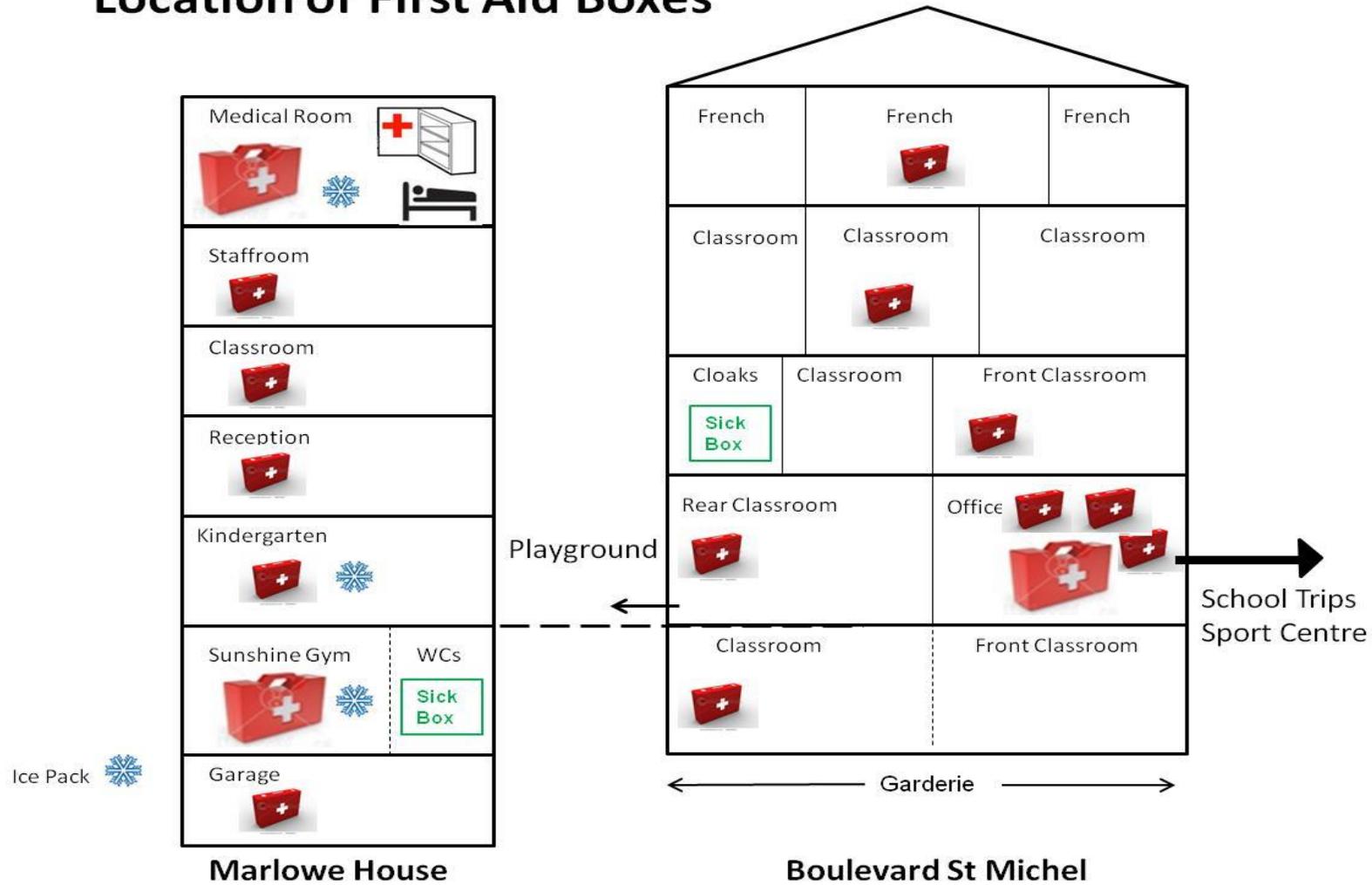
The Headteacher or a member of staff known to the child will accompany the patient in the ambulance, taking any available medical information with them.

An Accident Form should be completed by the member of staff who witnessed the accident. All records of the incident are to be recorded and filed in the school office.

The Office Administrator/Finance Officer should report serious injuries to the school's insurance company and Social Security/Mutuelle Associations as appropriate.

Appendix 1 – Location of First Aid Boxes

Location of First Aid Boxes



**Appendix 2 – Accident and Incident Form**



**The British Junior Academy of Brussels**

**ACCIDENT/INCIDENT FORM**

Name of Pupil(s): \_\_\_\_\_

Involved in an **Accident** or **Incident** (circle one) at \_\_\_\_\_ (time) on  
\_\_\_\_\_ (date) at \_\_\_\_\_ (place).

What happened:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resulting Injuries:

\_\_\_\_\_  
\_\_\_\_\_

Does the school recommend a visit to: the doctor? YES / NO

the hospital? YES / NO

the dentist? YES / NO

Follow-up actions:

\_\_\_\_\_  
\_\_\_\_\_

Teacher's signature: \_\_\_\_\_

Teacher's name: \_\_\_\_\_

Date: \_\_\_\_\_

Parents informed by: \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_

Please return this form to Valentine Naslin in the School Office and promptly inform Sarah White of the accident or incident.