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Boarding Schools

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First Aid, Response to Injuries, Illnesses & Medical Emergencies Policy



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Document Title:	First Aid, Response to Injuries, Illnesses and Medical Emergencies
Date Created:	30 th June 2016
Version:	1.0
Author:	School Nurse
Individuals Involved in Developing the Document	Head Teacher
Document Purpose:	This policy is to provide guidance to all staff who are responsible for administering first aid and managing the response to injuries, illness and medical emergencies
Relevant to:	All school and residence staff
Related documents:	Health and Safety Policy Care of Students who are unwell Policy Care of Students with Chronic Health Conditions and Disabilities Policy
Date Introduced:	30 th June 2016
Date of next review:	September 2021
Change Log (what changes have been made, by who and when):	MBR: Changes to staff first aiders list for Sept 2017 LBA: Addition of first aiders and location of first aid kits in school Sep 2018 September 200 - RTA: Amended relevant staff names



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First Aid /Response to Injuries, Illnesses and Medical Emergencies

EF Academy will provide adequate and appropriate equipment, facilities and qualified first aid personnel. This includes:

- Suitably stocked first aid boxes
- Qualified first aiders in each faculty and department of the school
- An appointed person to take charge of first aid arrangements
- Information for employees on first aid arrangements

First aid provision must be available at all times while people are on the school premises, and also off the premises whilst on school trips

First aid should be given whenever possible by a trained person, but this should not prevent any person giving first aid when necessary

First Aiders:

- First aiders must complete a training course approved by the Health and Safety Executive (HSE) every three years
- The main responsibilities of the first aider is to:
 - Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
 - When necessary ensure that an ambulance or other professional medical help is called

Appointed Persons:

- An appointed person is someone who:
 - Takes charge when someone is injured or becomes ill
 - Looks after the first aid equipment e.g. restocking the first aid boxes
 - Ensures that an ambulance or other professional medical help is summoned where appropriate

Appointed persons are not first aiders and they should not give first aid for which they have not been trained, however it is good practice to ensure that appointed persons have emergency first aid training/refresher training as appropriate.

Providing Information:

- First aid information for staff and students will be displayed in each common area of the school and residences and should include
 - Location of equipment



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- Facilities and first aid personnel
- Common areas of the school and residences include:
 - Main entrance to the school
 - Dining hall
 - Student common areas throughout the school in the main building and the Tower building
 - Staff room
 - Pathway Managers room
 - Enrichment office
 - Sick bay
 - Main entrance of residences
 - Reception in Residences
 - All classrooms
- First aid information for host families will be provided in the host family handbook

List of Qualified First aiders:

- Su Layfield – Exams Officer
- Dan Luly - Teacher
- Gundel Bonfield – Teacher
- Wendy Daniels – Teacher
- Richard Vaas - Teacher
- Rob Murphy – IT Development
- Kelly Hall – Head of Boarding
- Tina Desmond – Deputy Head of Boarding
- All residential House Parents

Appointed Persons:

- Robert Tasker – Head of School

Training Requirements:

- First aid at work certificates are only valid for three years
- Arrangements for refresher courses and further training will be made by the School Nurse before the certificates expire
- Records of all first aiders certificates and expiry dates of courses will be kept by the school nurse in the sick bay

Reporting Accidents and Record Keeping:



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- A student Accident Report Form needs to be completed for all accidents and injuries, this can be found on the G drive or the school intranet
- Information to be taken at the time of the accident should include:
 - Student name, date of birth and course group
 - The date and time the accident happened
 - The place where the accident happened
 - Details of the injury/ injuries sustained including which part of the body was injured
 - What first aid treatment was given
 - The name of the first aider who responded
 - How and when the student's parents were informed
 - What follow up treatment, if any, was given
- All accidents and injuries relating to students will be kept in the student file and parents will be informed by the Pathway Managers

Please also refer the Health and Safety Policy for information on reportable accidents

First Aid Boxes:

First aid boxes are marked with a white cross on a green background and are located in strategic locations around the school. A first aid box can be found on each floor of the school buildings and in each area of high risk. They are also located in each of the residences.

- Location of First Aid boxes:
 - Main reception
 - Sick bay
 - Kitchen/dining hall
 - Co-ordinators Office
 - Room 204/205 – Castle Building
 - Science office – Tower building
 - Room 406 –Tower building
 - Art rooms 504, 502, 506 – Tower building
 - Activities office
 - In all residences - kept in the reception area unless otherwise indicated in Residence Staff Handbook
- The school nurse is responsible for the maintenance and upkeep of the first aid boxes
- First aid boxes will be fully stocked with appropriate equipment and rechecked monthly ensuring everything inside is in date
- A record of such checks must be recorded by the school nurse and kept in the sick bay
- See appendix A for full contents of first aid box (as recommended by the HSE)



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Members of staff taking students off site for sports and leisure activities need to ensure there is a first aid travel bag/box taken along and all trips must be risk assessed.

In the event of a more serious injury, such as:

- Unconsciousness
- Severe bleeding
- Object stuck in throat
- Deep cut that may require stitches
- Suspected fracture
- Asthma attack
- Severe reaction to bites/stings
- Swallowing or suspected swallowing of toxic substance

DIAL 999 AND ASK FOR AN AMBULANCE



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Appendix A

Contents of First Aid Box:

- A leaflet with general First Aid advice
- 8 medium sterile dressings
- 2 large sterile dressings
- 4 triangular bandages
- 4 safety pins
- 4 eye pads
- 10 wash proof plasters
- 4 sterile moist cleaning wipes
- 1 microporous tape
- 12 powder free disposable gloves (pair)
- 4 finger dressings
- 2 face shields
- 3 disposable heat retaining blankets
- 2 burn shield dressings
- 1 pair of Tuff-Kut scissors
- 2 conforming bandages

Please also refer to:

The Health and Safety Policy, Care of Students who are unwell Policy and Care of Students with Chronic Health Conditions and Disabilities Policy

References:

Department for Education and Employment – ‘Guidance on First Aid for Schools’

Health and Safety Commission (HSC)/Executive (HSE) Basic Advice on First Aid at Work (1997)



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Appendix B

First Aid Box contents and signature sheet:

Date	Time	Contents checked/actions taken to replenish stock	Signature