



## TASIS England First Aid Policy 2019-2020

The current version of any policy, procedure, protocol or guideline is the version held on the TASIS website. It is the responsibility of all staff to ensure that they are following the current version.

### Document Details

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TASIS is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

**THE AMERICAN SCHOOL IN ENGLAND**  
**First Aid Policy : For all TASIS England Students**  
**and Employees**

***This policy applies to the whole school including boarding and the Early Years Foundation Stage (EYFS)***

This Policy is publicly available on the School's website and upon request a copy (which can be made available in large print or other accessible formats if required) may be obtained from the Health Center. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures, both within and outside of normal school hours, including activities away from school.

**Monitoring and Review:** This policy is subject to monitoring, refinement and audit the Health Center Manager and Designated Safeguarding Lead (DSL). Stella Potgieter is the Head Nurse. The Board of Directors will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. The Proprietor recognises the expertise staff build by undertaking training and managing the Health Center and first aid. As such, staff can contribute to and shape this policy and its appendices policy. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed policy which will be made available to them in either a hard copy or electronically.

TASIS England has an Appointed Person with responsibility for the Health Center inclusive of first aid with reference to the School's employees, students and any other persons on the premises. This includes all teaching and non-teaching staff, volunteers, children and visitors (including contractors). The appointed person must ensure that relevant risk assessments regarding the Health Center and first aid undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

**Policy Statement:** The School will undertake to ensure compliance with all the relevant legislation with regard to the provision of First Aid for students, staff, parents and visitors. We will ensure that procedures are in place to meet that responsibility. This policy should be read in conjunction with the TASIS England Health and Safety policy and policy on Safeguarding Children Child Protection on school visits.

**Aims and Objectives**

- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.
- To provide First Aid treatment where appropriate for all users of the school (with particular reference to students and staff) and seek secondary First Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

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**Practical Arrangements at the Point of Need:** The appropriate number of first-aid containers is available according to the risk assessment of the sites. TASIS England will provide:

- The names of those qualified in first aid and the requirement for updated training every three years;
- Having at least one qualified person on each school site when students are present;
- Showing how accidents are to be recorded and parent(s) and/or guardian(s) informed;
- Arrangements for students with particular medical conditions (for examples see section 9 of Health Center policy).
- Hygiene procedures for dealing with the spillage of body fluids;
- Guidance on when to call an ambulance;
- Reference to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013), under which schools are required to report to the Health and Safety Executive (telephone 0845 300 9923)
- Access to first aid kits with all first-aid containers are marked with a white cross on a green background;
- First aid supplies are also kept in the Health Center, near to hand washing facilities and arrangements for the refurbishment of supplies are in place.
- Arrangements for students with particular medical conditions (for examples see section 9 of Health Center policy) and special medical needs charts are displayed accordingly (see Appendix 7-10, 13,14)
- Checking and restocking the first-aid containers is carried out regularly by nursing staff. Teachers/staff are responsible for letting the Health Center know about items that need re-stocking.
- Medication such as inhalers and EpiPen are checked regularly by the nursing staff to ensure they have not passed the expiry date and new medication requested to replace any due to expire.
- Lists of all student allergies and required to know medical conditions are emailed at the start of each semester to all teachers within each school division.
- There are 5 nurses so there is always one qualified staff member on the school site when children are present.
- A Paediatric first aider(s) to always accompany the EYFS children when using any specialist facilities and during any offsite activity/education visit.
- Should a student feel unwell or be injured at school she will see the nurse who will respond to a pupil who is unwell or injured.

**Classification for first aiders:** There are now three levels of workplace first aider:

- Emergency First Aider at Work (EFAW) – 6-hour course
  - Paediatric First Aider 12 hours Paediatric course
  - First Aider at Work (FAW) – 18-hour course.
- (Details of the type of training needed for EFAW and FAW are attached at Annex A of this policy)

**The Nature of the Workforce:** During term time there will be one or more nurses on duty. During school holidays, there should be at least one nurse or Emergency First Aider at Work (EFAW) available to administer first aid. Before a student is accepted for a placement in the school with specific health problems/disability (such as heart conditions, asthma, diabetes etc. a care plan will be completed by the Head Nurse who will consider the training needs for the nurses/teachers/First Aiders within the school. The Head Nurse is responsible for ensuring that there is adequate first aid cover available at all times, including when a nurse is on annual leave, a training course, a lunch break or other foreseeable absences. It is not acceptable to provide an 'Emergency First Aider at Work' (6-hour course) to cover foreseeable absences of a nurse or 'First Aider at Work' (18-hour course).

### Definitions

**First Aid:** The arrangements in place are to initially manage any injury or illness suffered at work. It does not matter if the injury or illness was caused by the work being carried out. It does not include giving of any tablets or medicine to treat illness.

**Full First Aider:** A person who has completed a full (3-day) course of first aid training with a training establishment approved by the Health and Safety Executive and holds a current certificate.

**Full Paediatric First Aider:** A person who has completed a full (2-day) course of first aid training with a training establishment approved by the Health and Safety Executive and holds a current certificate.

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**Appointed Person:** A person who has completed a 1-day course of emergency first aid from a competent trainer and holds a current certificate.

**Nurse:** qualified medical personnel who can administer first aid, medication and provide advice and treatment.

**First Aid Facilities:** The Head Nurse must ensure that the appropriate number of first-aid containers are available according to site are available. See Health and Safety Executive (HSE) guidelines on recommended and mandatory contents.

- First aid containers always accompany the students when using any specialist facilities and during any offsite activity/education visit. First aid containers must accompany Physical Education (PE) teachers off- site;
- All vehicles carry a first aid kit and spare stock should be kept in school;
- Responsibility for checking and restocking the first-aid containers is that of the Head Nurse. The teachers/First Aiders must notify to the offices or the Head Nurse any necessity of restocking of the First Aid boxes.

The Health Center is responsible for ensuring inhalers, Epipen's, and diabetic pens are available during school breaks and off-site activities. With the exception of this instruction students are not permitted to carry medicines. All medicines brought to school must be handed to the Health Center.

**Training:** The nurses are Fully First Aid trained and have had specific instruction regarding some other health conditions. The list of staff with current First Aid Certificates is available from the Health Center manager and HR department. A list of First Aid trained staff is saved at the end of this policy. All First Aid qualifications are updated every three years in accordance with regulations. All EYFS staff will be trained at Paediatric First Aid level.

**Nurse/First Aiders' responsibilities:**

- To summon an ambulance through the Health Center or the duty team, when necessary.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible.
- Help fellow nurses/First Aiders at an incident and provide support during the aftermath.
- To insist that **any** casualty whom as sustained a head injury is seen by professionals at the hospital.
- To inform the Health Center when students are too unwell to stay at school. The Health Center will contact parents to collect their child and, when required, inform them of the accident and the hospital to which their child is being taken.
- The nurse will keep an online record of attendances, with dates, times and treatment given.

**The Health Centre Manager will:**

- Provide adequate First Aid Cover as outlined in the Health & Safety Regulations 1981.
- Ensure relevant insurances are in place and that all staff are made aware of First Aid Procedures in school.
- Ensure they obtain history relating to a student not feeling well and provide staff with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic, or have any other serious illness.
- Have filed up to date medical consent forms for every student.

**Policy on First Aid in School:** All students with minor injuries should be brought to the Health Center for assessment. During lesson time the nurses in the Health Center administer first aid. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground, which is qualified, can assist, or if they are not qualified, they should come to the Health Center and request the nurse. If there is any concern about the first aid, which should be administered, then the nurses must be consulted. An online accident Report Form should be completed and is managed by the Estates Manager. All details need to be completed by the nurse in the online medical database, including any treatment given. The First Aiders are authorised to apply dressings and compresses and take reasonable steps to facilitate symptom relief. The Office staff will:

- Call for the nurse/First Aider, unless they are a First Aider themselves, to treat any injured pupil.
- Support the nurse/First Aiders in calling for an ambulance or contacting relatives in an emergency.
- **NOT** administer paracetamol or other medications (only the nurses can administer medications and house parent's paracetamol only).

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The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. The Head Nurse is responsible for ensuring that a sufficient back-up stock is held on site. Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, and who the first are within school, other than the school nurses.

**Accident Prevention:** First aid provisions are released annually, or whenever there is a relevant change concerning those for whom the School is responsible or the hazards to which they are exposed. Additionally, the Bursar on advice from the school nurse will ensure contractors have suitable or sufficient first aid provision, or that the contract may include their use of the School's first aid facilities.

**The Nurse/First Aiders' procedure for dealing with sick or injured pupils:**

1. Ascertain by inspection and discussion with student or staff member the nature of the child's injury or illness.
2. Comfort or advice as necessary. This may be sufficient, and students can return to class or break. Inform staff member of nature of any concerns if appropriate.
3. The nurses will treat the injury or illness if required. Clean wound with antiseptic wipe or running water and cover with a plaster if still bleeding and no allergy exists. There is a first aid box located at the Health Center, Faculty Room and the Boarding Houses along with the Lower, Middle and Upper School and sports facilities and well-stocked facilities in the Health Center.
4. The nurse will record action taken on the medical database and/or Online Accident Report Book as necessary.
5. If the student is then well enough he/she will return to class.
6. If problem persists or there are doubts as to the seriousness of any injury then for day students parent(s) and/or guardian(s) will be telephoned and asked what they would like to do. If parent(s) wish to collect their child appropriate arrangements are made. If they are boarding students the Head Nurse will make the decision whether parent(s) and/or guardian(s) are to be informed.
7. If a severe illness or injury is suspected then the most appropriate member of staff will take the student to hospital or the emergency services will be called and administrative staff will contact the parent(s) and/or guardian(s) to inform them. No student will travel in an ambulance unaccompanied.
8. If any issue arises during treatment or discussion with the student that the Head Nurse feels should be taken further, she will telephone or speak to the parent(s) and/or guardian(s).

N.B. The First Aiders will have up to date Emergency First Aid training and some will have a full and current First Aid at Work Certificate. They are not, however, medically qualified and hence cannot give medical advice. Only nursing staff can provide medical advice.

**Guidance on when to call an ambulance:** The following is guidance only and cannot be considered to be comprehensive, however a paramedic should be called if:

- if there are signs of a stroke, poisoning, drug overdose or evidence of a suicide attempt
- if a casualty is trapped, unconscious, has sudden or severe back pain, chest pain or broken bones
- if there is any sign of a heart attack such as severe chest pain or pain in the patients arm or jaw
- if a casualty has suffered a fall from height
- there is a serious head injury
- there is severe bleeding
- there is a severe or growing allergic reaction (anaphylaxis)
- there is an asthma attack continuing despite using an inhaler,
- there is a seizure
- there are signs of stroke
- there is a rash which does not blanch when using the 'tumbler test'
- there is any neck injury (particularly sustained in a sport such as rugby).

It should be re-emphasised that these examples are only illustrative, **if in doubt get professional help.**

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**Guidance on how to call an ambulance:** Follow the steps below.

**From all landlines in the School phone 999. From a mobile phone 112/999.**

- They will ask you what service you require. Say 'ambulance'.
- They will ask where you are located. Be as precise as possible: The School postcode (for satnav) is SN14 8AH.
- They will ask you how many casualties. If a child, state 'a child'
- They will ask what is wrong with casualty. Tell them what you are sure of: they are likely to ask for further information such as the casualty's name, date of birth, GP surgery etc. If the casualty is not near a telephone, you will find it helpful to enlist another member of staff to help you with making the call and relaying details.
- They will give you a reference number; note this down in case you need to call back and update them.
- They will ask if other services required.
- After you hang up you must wait with the casualty until the ambulance arrives and send someone to direct the ambulance (or contact Reception/the Gatehouse to assist with this).

**Hygiene/Infection control/HIV Protection:** Staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should take care when dealing with such fluids, and when disposing of dressings or equipment. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any students' clothes should be placed in a plastic bag and fastened securely ready to take home.

Source: 'Guidance on First Aid for Schools: A Good Practice Guide' (adapted).

#### **Disposal of contaminated products**

All body fluids should be treated as 'clinical waste' and disposed of appropriately in a securely sealed yellow bag to be collected by a nominated waste disposal company for incineration. Non-disposable equipment should be washed thoroughly and disinfected using bleach (kept in locked cleaning cupboard); items that need laundering (clothes, bedding etc) should be sealed in a red waste bag and flagged to Laundry staff. Staff should wash hands thoroughly. For small spillages, anti-viral/anti-bacterial wipes are available from the Medical Centre. Gloves should be worn, and waste disposed of in a yellow bag as detailed above.

**Supporting sick or injured students:** With reference to sick students and medicine we:

- Make every effort to keep abreast of new information relating to infectious, notifiable and communicable diseases and local health issues and contact the Head Nurse for advice if we are unsure about a health problem.
- Isolate a student if we feel that other students or staff are at risk and contact parent(s) and/or guardian(s) to take students home if they are feeling unwell/being sick/have diarrhoea/have had an accident/may have an infectious disease, respecting confidentiality.
- Ring emergency contact numbers if the parent(s) and/or guardian(s) cannot be reached.
- Make every effort to care for the student in a sympathetic, caring and sensitive manner.
- Keep other parent(s) and/or guardian(s) informed about any infectious diseases that occur and expect parent(s) and/or guardians to inform the Health Center if their child is suffering from any illness or disease that may put others at risk.

**Confidentiality:** Information given by parent(s) and/or guardian(s) regarding their child's health will be treated in confidence and only shared with other staff when necessary or appropriate.

**Monitoring:** Online Accident Report Forms can be used to help the Head Nurse and Head of Estates to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Head Nurse regularly reviews the accident records. This policy will be reviewed annually.

#### **First Aid Provision for Sports Activities Purpose:**

To provide appropriate First Aid support for the school's sports activities.

#### **Policy:**

- When a student is in need of First Aid assistance, it should be promptly and appropriately provided. Student safety must be considered a priority at all times with accident prevention being practiced and encouraged by both students and faculty.

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- A list of student medical conditions should be available to the P.E. and Sports Activities Departments. This list highlights any medically recommended sports restrictions for the students.
- A Medical Concerns List is provided for individual sports teams and should be carried by the Head Coach on away games. As well as this list, a separate Medical Information Form should be completed by the student parent / guardian when the student is travelling abroad. This form includes emergency contact numbers and insurance details.
- It is **“highly recommended”** by the school’s doctor that all students identified as using prescribed inhalers in the treatment of their asthma, carry their inhalers at all times and those with Epipen’s also carry them with them at all times. The P.E. and Sports Activities Departments have been requested to insist that students that have prescribed inhalers/Epipen’s have them with them when participating in P.E. and Sports Activities. The sports department will also carry spares.
- There should also be provision of snacks/high energy drinks available where sports is being played by students who are known to have diabetes
- First Aid Kits and ice should be available at every sports activity.
- Sport Coaches and other Faculty Members involved in Sports Activities should undergo registered First Aid Courses including CPR training.
- A school nurse is available on Campus during Sports Activities and the Sports Department should make arrangements for coverage for evening and weekend sports fixtures.
- When a sports tournament (more than two schools participating) is scheduled, extra onsite First Aid Coverage should be secured with preferably an ambulance on site.

**Reporting to HSE:** The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (**RIDDOR**) legislation (2013) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 9923 to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23). The Head Nurse must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of 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. The following accidents must be reported to the HSE involving employees or self-employed people working on the premises without delay:

- Accidents resulting in death, major injury (including as a result of physical violence) or prevent the injured person from doing their normal work for more than three days; 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 and off the premises;
  - The way the school activity has been organised and managed and condition of premises;
  - Equipment, machinery or substances.

**Reporting of P.E. and Sports Activities Related Injuries Purpose:**

**To record all injuries reported to the Health Center and identify the sport activity involved.**

**Policy:**

All injuries occurring during P.E. and Sports Activities shall initially be assessed by the teacher/coach. Any injury requiring more assessment or treatment shall be referred to the TESIS England Health Center. The nurse on duty can be contacted directly by mobile on 07774 197082 (2704 on internal telephone or through reception).

**Procedure:**

- If the injury is “questionable” or too severe for the student to be transported to the Health Center, the nurse will attend the student at the accident site.
- The teacher, coach or colleague responsible for the student must accompany injured students, other than those sustaining minor injuries, to the Health Center.
- In the event of an injury whereby damage is not obvious, (i.e. hard impact blunt injuries) yet student complains of pain, the teacher/coach is to telephone the Health Center with an account of the incident. The rationale for this is that not all students are good “historians” and in order for the nurse to assess accurately the damage, a full account of the incident is required. The teacher’s/coach’s report of the incident will be recorded in the Accident Report Book together with the

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students' account

- Once the Health Center has received all necessary information regarding the accidental injury and a full assessment has been made, the nurse will inform the parent/guardian and discuss the plan of treatment.
- In the event the parent/guardian is not easily available (such as boarding students' Parents) the nurse will develop her own plan of treatment and inform the parent/guardian via telephone, or email as soon as possible as to what treatment has been given.
- All accidents should be recorded in the "Online Confidential Accident Record Book". Certain injuries and diseases are reportable to:
- **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), which can be done directly online.

**Sports Activities Related Injuries at Away Games Purpose:**

To record all injuries reported to the Health Center and identify the sport activity involved. To record treatment received and follow-up care required.

**Policy:** All injuries occurring during Sports Activities shall initially be assessed by the teacher/coach. If on site nursing/medical care is available, it should be requested and relevant hospital care secured.

All sports teams should have a list of the Medical Conditions for the students including allergies and medication presently taken. Previous medical history is also recorded, i.e. fractures, serious illnesses.

When an injury occurs a full first aid assessment should be carried out on site. If there is any doubt to the nature of the injury, the student should be taken to the local Accident and Emergency Department before being allowed to travel home. This is particularly important in the case of a suspected Head Injury. Any documents and instructions obtained by the coach should be relayed either to the parents/guardians or to the school nurse on return to campus. It is advisable that the student is brought to see the School Nurse upon their return to school.

**In case of serious injury parents/guardians, the Headmaster, Duty Administrator and school nurse should be contacted as soon as possible.**

If injuries such as fractured bones have occurred at overseas sports games, official medical clearance is required before the injured party is allowed to fly home.

All accidents should be recorded in the "Online Confidential Accident Record Book". Certain injuries and diseases are reportable to:

- **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) that can be reported directly online.

**The nature of the work, the hazards and the risks.** The following table, compiled using information from the Health & Safety Executive, identifies some common workplace risks and the possible injuries that could occur:

Risk	Possible injuries requiring first aid	Risk to employees, pupils & visitors/contractor
Manual Handling	Fractures, lacerations, sprains and strains (mainly pertains to kitchen/cleaning and maintenance staff)	Low
Slip and trip hazards	Fractures, sprains and strains, lacerations. (mainly pupils)	Low
Machinery	Crush injuries, amputations, fractures, lacerations, eye injuries – there are very few machines within the school, which are capable of causing amputations and fractures.	Low
Work at height	Head injury, loss of consciousness, spinal injury, fractures, sprains and strains – working at heights is restricted to adults, below one meter an adult can work alone; over one meter a full-size ladder or scaffold tower is used with 2 or more people present at all times.	Low

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Workplace transport	Crush injuries, fractures, sprains and strains, spinal injuries – it is unlikely that workplace transport injuries will occur as the minibus is only used for people carrying.	Low
Electricity	Electric shock, burns – all hardwiring is tested every 5 years and PA 100% every 3 years, there is also an annual visual H&S self-audit which should identify any shortcomings and these would then be rectified, couple to this is the appointment of H&S reps who are responsible for monitoring all H&S matters within their area of responsibility.	Low
Chemicals	Poisoning, loss of consciousness, burns, eye injuries – all chemicals are kept under lock and key and their issue and use is supervised by qualified adults/personnel	Low

**Record keeping:** The Head Nurse must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. 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; and name of the nurse/first aider or person dealing with the incident.

**School Accident and Illness procedures:** All injuries, accidents, and dangerous occurrences must be recorded in the Online Accident Report Book. The date, time and place of the event must be noted with the personal details of those involved with a brief description of the nature of the event. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least 3 years or if the person injured is a minor. This will be held by the Estates manager.

**Incidents / Hazards / Near Miss Book:** This should be used to record the unplanned or uncontrollable event. Assessment and review will be undertaken at regular intervals to consider further action. This is stored in the Online Accident book monitored by the Estates Manager.

**Accidents involving Staff:** Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs). Work related accidents that prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days. Cases of work-related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer). Certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

### **Specific Conditions**

**Physical Sickness** – If a student is physically sick inside the school building, the area is cleaned and disinfected and the student is sent home if a day student, or if a boarding student, sent to the health centre or.

**Accidents involving pupils or visitors:** Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- Any School activity (on or off the premises)
- The way a School activity has been organised or managed (e.g. the supervision of a field trip)
- Equipment, machinery or substances
- The design or condition of the premises.

Need to be reported without delay to HSE, followed by Form F2508. For more information on how and what to report to the HSE, please see:

<http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

### **Annex A:**

#### **Basic First Aid**

If someone is injured, the following steps will keep them as safe as possible until professional help arrives:

- Keep calm and if people are seriously injured call 999 / 122 immediately; contact the nurse.

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- Make sure you and the injured person are not in danger.
- Assess the injured person carefully and act on your findings using the basic first aid steps below.
- Keep an eye on the injured person's condition until the emergency services arrive.

Unconsciousness	Bleeding
If the person is unconscious with no obvious sign of life, call 999 / 112 and ask for an ambulance. If you or any bystander has the necessary skills, give them mouth-to-mouth resuscitation while you wait for the emergency services.	Control severe bleeding by applying firm pressure to the wound using a clean, dry dressing and raise it above the level of the heart. Lay the person down, reassure them, keep them warm and loosen tight clothing.
Burns	Broken bones
For all burns, cool with water for at least 10 minutes. Do not apply dry dressings, keep the patient warm and call an ambulance.	Try to avoid as much movement as possible.

**Embedded Objects and Splinters:** An object embedded in a wound (other than a small splinter) should not be removed as it may be removed as it may stem bleeding, or further damage may result. In principle leave splinter in place, carefully clean the area with warm soapy water; use sterile dressing to cover it, Report to parents, if the student is particularly uncomfortable contact parent(s) and/or guardian(s).

**Managing pupils with hemiplegia:** It is essential to include the weaker side in play and everyday activities, to make the child as two-sided as he or she can be. As they get older, many children and young people with hemiplegia can be encouraged to develop better use of their weaker side through involvement in their chosen sports and hobbies. Staff should encourage pupils to take part in all activities. If a pupil feels unwell, the nurse should be contacted for advice.

**Annex B:**

**The EYFS Appendix to the whole school First Aid First Aid Policy:** In TASIS England EYFS setting there are staff members who are qualified to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. There are also qualified first aid personnel available throughout the school including the school nurses.

**Procedures:** With reference to the EYFS the nurses for the whole school, with the support of the lead first aider in EYFS has the following responsibility, among others:

- To keep in regular contact with the Head of School, Bursar and other members of the Senior Management Team, informing them about any important matters relating to First Aid, and carrying out any instructions received.
- To make sure that the school has on its staff an adequate number of persons who are suitably trained and experienced in administering First Aid.
- To advise the Head of School on matters pertaining to training in First Aid, including:
  - i) Training of Key First Aiders among the school staff (5 nurses);
  - ii) General training courses for all staff members to help them understand the principles of first aid.
- To make sure that the school has adequate facilities and equipment for meeting First Aid needs. This includes the commissioning and re-stocking of First Aid Boxes. Our EYFS first aid kit complies with the Health and Safety (First Aid) Regulations.
- To ensure that there is always a qualified person on duty who will be able to provide First Aid.
- To have a plan in place at all times for dealing with cases that require referral to personnel outside the school (e.g. the school doctor, other medical professionals etc.)
- To plan for transport needs in case a person needs to be taken to hospital, whether by ambulance (999) or in a private vehicle.

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- To establish and maintain proper records so that information about all pupils can easily be accessed.
- To document any incident where First Aid was administered.
- To make use of any suitable opportunities to pass on to pupils or others information, which will enable them to be better, educated and informed about First Aid.
- To identify areas of the school programme, which may result in, heightened risk of illness or injury and the consequent need for First Aid provision to be available (e.g. sports fixtures).

#### **Additionally, within the EYFS**

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- No un-prescribed medication is given to children, parents or staff.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

In conclusion, it is the policy of TASIS England that its pupils, staff and other should be kept free from injury wherever possible. In cases when injury or illness does occur, the responsibility for dealing with it rests with the First aider on duty working in accordance with the principles outlined in this document and other relevant school policies.

#### **Legal Status:**

- This policy is drawn up and implemented to comply with The Education (Independent School Standards) (England) (Amendment) (Regulations) 2012, Part 3, Standard 14.
- Complies with Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013). The school is mindful of its duty to report to the Health and Safety Executive (0845 3009923) any instances that fall within the Reporting Injuries, Diseases or Dangerous Occurrences Regulations Act 2013 (RIDDOR).
- Complies with the Guidance on First Aid for Schools Best Practise Document published by the Department for Education (DfE) and *Health and Safety: Advice on legal duties and powers* (2014)
- Complies with the Health and Safety (First Aid) Regulations 1981 (amended 1997)
- First Aid at Work Guidelines for Employers published by the Health and Safety Executive 2009
- Health and Safety: advice on legal duties and powers for Local Authorities, school leaders, school staff, and governing bodies (DfE: 2014)

#### **Related documents and references:**

- Welfare, Health and Safety Policy; Medication (giving and storage); First Aid Treatment; Automated External Defibrillators (AEDs) – A Guide to schools (DfE: October 2015); Ebola: Advice and Risk Assessments for Educational Childcare and young person's settings (Public Health England: Feb 2015); Guidance on the use of emergency salbutamol inhalers in schools (DoH: 2015), Supporting pupils at school with medical conditions (DfE: September 2014); School Trips and Outdoor Key Activities (HSE).

#### **Paediatric First Aiders in EYFS**

- Please see our register of qualified first aiders.

#### **Reporting Accidents**

**Purpose:** To record all accidents reported to the Health Center.

#### **Policy:**

All accidents are to be recorded in full in the online "Accident Report Book". The student or staff member's name, date and location of the accident are to be recorded together with a full description of the injuries sustained and the action taken by the nurse and/or the first aid giver. The student or staff member's account of the accident and the teacher's/coach's report of the accident (if available) is to be fully documented.

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**Procedure:**

- If the injury is questionable, i.e. no one witnessed what happened, are unsure of the extent of the injury or that the injury is severe, the nurse is to be called to the scene of the accident in order to make an evaluation of the injury.
- If it is an obvious serious injury call **999** immediately and summon an ambulance
- After making an evaluation, ensuring the safety of the student and carrying out appropriate first aid measures the nurse will either: -
  - Transport student to the Health Center
  - Transport student to St. Peter's Hospital's Accident and Emergency Department
  - Call an Emergency Ambulance

In the event of all accidents parents/guardians will be informed by telephone, if parents are not easily available, the nurse will delegate another member of staff to contact the students' registered emergency numbers.

**Day Students**

The parents / guardians will be called to: -

- Inform of a minor injury (can also be emailed)
- Inform of an injury requiring medical attention (can also be emailed if minor)
- Inform of injury requiring hospital attention
- Arrangements are then made for the parent/guardian to: -
  - Pick up the student from the Health Center
  - Meet the nurse and student at St. Peter's Hospital's Accident and Emergency Department.

**Boarding Students**

The parents / guardians will be: -

- Informed of a minor injury either by telephone or email.
- Informed of an injury requiring medical attention either by phone or email Informed of an injury requiring hospital attention/surgical intervention by phone.
- If unable to contact parent/guardian, the designated emergency contact will be informed.

Every Effort to contact parents/guardians should be undertaken when a student is hospitalized.

In **EXTREME EMERGENCIES** the student medical consent contains the parents/guardians' consent for the school nurse or Head of School to consent to emergency treatment. The nurse/Head of School will consent only after **ALL** efforts have been made to contact the students' parents/guardians or designated emergency contact.

**It should be noted that the designated emergency contact does not automatically have the power to consent to the students' treatment. This permission should be specifically identified in writing by the parents/guardians and registered in the students' file in the Registrar's Office and Health Center.**

All accidents should be recorded in the "Online Confidential Accident Record Book". Certain injuries and diseases are reportable to:

- **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) which can be done directly online

**Injury of Students****Injury of students during the school day**

If a student sustains an injury during the school day, they should come to the Health Center for assessment. For very minor injuries (small cuts/grazes etc.) an email will be sent to the parents of younger students notifying them of the injury. Parents will be asked to reply to the email to confirm receipt. If a student sustains a more serious injury (head injury, deep wound etc.) parents will always be telephoned at the time and an email sent if the parents are not contactable.

In the event of a serious injury/accident the nurse will contact parents, call for an ambulance and attend hospital with the student. The incident will always be logged on the school health system and if applicable in the Online Accident Report Book and with the HSE (Health and Safety). In the event it is a boarding student, in order to prevent delay to treatment (as contacting a different country) the student will be taken to hospital and parents notified thereafter.

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First aid kits are readily available across the school campus. The on-site Health Center is fully stocked with all types of equipment and the nursing staff are supported by an onsite school doctor twice weekly. All students have a signed consent from their parents giving permission for treatment, first aid and emergency procedures. The school nurses have access to this information when assessing students.

### **Head Injury**

In the event of a student receiving a head injury during the course of a supervised games session the member of staff in charge of the games session will arrange for the student to be taken to the Health Center accompanied by an adult, preferably an adult that witnessed the event. The nurse on duty will assess the injury according to the protocol set out below. If the student is unconscious or unable to walk to the Health Center, then medical assistance should be summoned from the Health Center.

In the event of a student receiving a head injury during the course of a school match at home then the first aid official present at the match will assess the nature of the injury and arrange for the student to be taken to the Health Center where the nurse on duty will assess the injury according to the protocol set out below. If no pitch side cover is available, the student should be brought to the Health Center.

In the event of a student receiving a head injury during the course of an away school match the first aid official present at the games session will assess the nature of the injury and arrange appropriate action to be taken. On return to TASIS the member of staff in charge of that team should take the student to our own Health Center for assessment by the nurse on duty.

In the event of a student receiving a head injury at other times then if a member of staff is present the student should be taken to the Health Center where the nurse on duty will assess the injury according to the protocol set out below. If no member of staff is present, then the student should go to the Health Center where the nurse on duty will assess the injury according to the protocol set out below. If the student is unconscious or unable to walk to the Health Center, then medical assistance should be summoned from the Health Center.

### **TASIS England Health Center Policy for examination of a pupil following a head injury**

- Check out what has happened from the patient if conscious, if not from bystanders
- Do not move if unconscious or possibility of broken limbs/back injury. Is there any blood? Oozing from the ears?
- Assess conscious level by talking to patient? Are they aware of time and place etc.? Unconscious patient – usual observations
- If patient is unconscious or unable to respond to questions immediately call 999 stating where and what has happened.
- Check pupil reaction with torch – are pupils equal in size and reacting to light? If not call ambulance
- Do they have a headache? Any bruising can be treated with ice pack to reduce swelling. Sit quietly until feeling less shaky. Give Paracetamol if appropriate
- When feeling better discharge from Health Center if happy with condition and give out head injury advice. Contact parents/boarding staff to inform them of the injury.
- Follow return to play guidance

### **Injury to the neck**

If this occurs at any time during the course of an activity supervised by a member of staff then medical assistance must be summoned immediately. If the student is on the ground following such an injury then no attempt should be made to move the pupil. Any pupil receiving any type of neck injury should always report to the Health Center for assessment.

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## **Provision of First Aid Kits**

**Purpose:** That appropriate First Aid Kits and First Aid advice be available throughout the school.

**Policy:** That First Aid Kits be supplied and conform to the National Health and Safety Standards.

### **Where First Aid kits are Available:**

- Each Dormitory under the supervision of the Dormitory Resident.
- Lower and Middle Schools' Secretary's offices, Upper School Faculty Room, Reception
- Science Laboratories, Art Department, Theatre, Upper School Library
- Gym (Sports Injury Kits are maintained by the Sports Department),
- School Vans (maintained by Sports Department), Maintenance Department, Security
- Kitchens (Maintained by Catering Contractor)

### **First Aid Kits for In Program Travel**

Every October, February and spring break, groups of students travel both within the UK and overseas. First Aid kits are provided for each group and are under the supervision of the group's chaperones. As some of these trips are to Eastern Europe, African and Asian destinations, a fuller range of medications are provided.

Lists of the known student medical conditions, medication, food, drug and environmental allergies are included for each trip. When traveling abroad, individual student immunization records are also provided to the Trip Coordinator as required.

### **Contents of First Aid Kits:**

#### **Instructions:**

- **Do not** administer medication which the student / member of staff have not taken before.
- **Check for allergies** and the last time medication was taken prior to administering medication.

#### **CONTENTS:**

- **Selection of plasters**
- **Selection of swabs**
- **Melanin** (a non-adhesive dressing, a preferable option for graze type wounds)
- **Eye patch**
- **Selection of bandages**
- **Selection of dressings**
- **Safety Pins**
- **Sling**
- **Piriton** (or other similar antihistamine) for allergies
- **Anthisan Cream** (insect bite cream)
- **Gloves** (used when dealing with body fluids)
- **1 roll of tape**
- **Wound Wipes** (Antiseptic wipes for wounds)
- **Sanitary Towels** (for middle and Upper School only) Medications:
- **Salbutamol (Ventolin) Inhaler** (for known asthmatics in the event of an asthma attack)
- **Epipen** (if a student has a severe allergy)
- **Paracetamol [500mg] or liquid sachets: Analgesic or for high temperatures.** Use cautiously with the under 12s
- **Rennies for indigestion/heartburn** (suck or chew 1-2 tablets every 2 hours, over 12's)
- **Cough Drops** (for middle and Upper School only)
- **Antihistamines** (Benadryl for under 12's, Piriton tablets for over 12's)

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### Medications: Travel Overnight/Overseas:

- **Anti-sickness Tablets:**

- To be used for motion and/or travel sickness. Chew, suck or swallow whole 2 tablets 3 times a day as needed. Take 30 minutes before travel if possible.

- **Piriton 4mg:**

- Antihistamine can also be used as first line drug in anaphylaxis, (may cause drowsiness). Take 1 tablet every 4 to 6 hours as needed, maximum 6 tablets in 24hrs.

- **Paracetamol 500mg or liquid sachets: For fever, headaches, pain**

- The equivalent to extra strength Tylenol, 1 to 2 tablets every 4 to 6hrs as needed. Maximum 8 tablets in 24hrs

- **Imodium 10mg: For severe diarrhoea.**

- Take 2 capsules immediately then 1 capsule after every loose bowel motion. Maximum 8 capsules in 24hrs

- **Dioralyte:** Electrolyte replacement in cases of dehydration caused by diarrhoea or heat exposure. 1 sachet in 7ozs of water

- **Antacids**

- To be used for indigestion and mild stomach upsets. Chew 2 tablets every 2 to 4 hours.

- **Ventolin Inhaler:** Emergency use only for known asthmatics.

- **Epipen: Emergency use only, Seek medical attention**

If someone develops diarrhoea on your trip advise him or her to drink plenty of water, but to avoid tea, coffee, coke or milk produce. The only food they should have is bananas, white rice, dry toast or cereal. You may add a packet of Dioralyte to their water for electrolyte replacement (1 packet for every bowel movement in approx. 7oz of water). If someone is complaining of nausea: water, weak tea or flat sodas taken in sips are good. If they begin vomiting, only sips of water should be offered.

### List of qualified First Aiders

First Name	Surname
Camila	Aguais
Judith	Aguais
Tracey	Ahitan
Maureen	Alldrige
Marijke	Andries
John	Arcay
Chris	Atkins
Nathan	Auerbach
Helen	Badger
Erin	Bagley
Matthew	Bagley
Hillari	Baker
Petroulla	Baker
Brendan	Bartlett
Helen	Bartlett
Alison	Beck
Almudena	Bermudez
Mary	Biddlecombe
Elizabeth	Bird
Rafael	Blanco
Alexandra	Blazey

First Name	Surname
Andriani	Komninou
Marcin	Konpa
Kostos	Konstantinou
Kathy	Kotowicz
Ariana	Ladjevardi
Stuart	Lake
Rebecca	Launchbury
Jessica	Lee
Qing (Carol)	Li
Morgan	Lloyd
Graham	Lowe
Manuel Angel	Lozano
Judy	MacGregor
Taryn	MacGregor
Darren	MacPherson
Elizabeth	Major
Amy	Maurer
Julia	McAdams
Maria	McAllister
Heather	McConnell
Stuart	McGregor Dallas

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Maureen	Bone
Andrew	Bowden
Marguerite	Bowden
Stacie	Bowser
Christopher	Bowser
Natalia	Bruno
Jim	Bull
Mark	Burchall
Elizabeth	Burton
Marc	Butler
Ester	Caiazzo
Gillian	Calton
Liam	Canny
Maria	Chioti
Caroline	Christiansen
Brianna	Clark
Esther	Clark
Jill	Clements
Anamari	Costa-Tait
Fairoz	D'Cruz
Mark	Davies
Ana	Del Moral
Erica	Devoir-Moore
Paula	Dias
Scott	Dudley
Stuart	Duncan
Kathleen	Elliott
Tania	Engel
Cynthia	Erickson
Deborah	Faasee
Libby	Farmer
Stephanie	Feo Hughes
Elizabeth	Fernando
Simon	Fitch
Kim	Foreman
Kirsten	Forsythe
Miguel	Garcia Montes
Juan Miguel	Garrido Delgado
Wendy	Gediman
Daniel	Giannini
Juan	Gomez Beaty
Fernando	Gonzalez
Chantal	Gordon
Kyle	Grey
Ricardo	Guadarrama

Michael	Mezzo
Vanessa	Milton
Sapna	Mishra
Elizabeth	Mohr
Andrea	Morris
Paul	Murray
Rebecca	Murray
Jeremy	Neads
Madalina	Neagu
John	Neagu
Alexandru	Nemtoiu
CamTu	Nguyen
Tara	Nixon
Bryan	Nixon
Carolyn	Norris
Patricia	O'Brien
Sophie	O'Connor
Marius	Oneaga
April	Pierce
Erika	Pink
Jennifer	Portchmouth
Stella	Potgieter
Whitney	Pyatt
Whitney	Pyatt
Emily	Quitter
Colin	Revie
Alice	Ricks
David	Riley
Gary	Ross
Jimi	Seller
Denise	Sewell
Marlene	Simms
Felicity	Simmons
Eva	Snyders
Phil	Snyders
Stephen	Snyders
Edward	Spencer
Antonia	Stavridou
Michael	Steer
Scott	Stokes
Brooke	Stover
Sam	Stover
Colin	Streets
Leticia	Szabo
Jason	Tait

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Rebecca	Hall
Kay	Harding
Meagan	Harris
Cheryl	Haustein
Paul	Havern
Christopher	Hawes
Nancy	Hayden
Katherin	Higgins
Nicola	Holdaway
Matthew	Holdham
Robert	Hudgens
Sharon	Hudgens
Sharon	Hudgens
Nathan	Hughes
Emily	Jancosko
David	Jepson
Lauren	Jordy
Cathy	Joseph
Pamela	Kakalec
Zoe	Kear
Gerard (Jerry)	Kearns
Christine	Khoo
David	King
Nicola	Kiouzelis
Margaret	Kirwan

Paula	Taylor
Erika	Toren
Chris	Tragas
Stavros	Triantafyllidis
Alice	Tully
Maria	Vazquez
Gretel	Veryard-Arcay
Jill	Vincent
Randi	Voth
Molly	Wagner
Timothy	Wainwright
Laurelin	Wainwright
Daniel	Ware
Andrew	Watson
Abigail	Watson
Kathleen	Weldin
Barbara	Wheeler
Christopher	Wieland
Jennifer	Wieland
Neal	Wilde
Stacey	Wilkins
Colin	Williams
Gerlinde	Wimmer
Ayse	Yavuz Ulker
Judith	Zachar-Cross
Elenora	Zadunaiskaja