

First Aid Policy and Procedures

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1. Aims

This policy aims to provide a clear procedure for managing issues of First Aid at The British School of Amsterdam (The BSA). All staff are expected to use their best endeavours at all times, to secure the welfare of the pupils and adults at The BSA, in the same way that parent(s) / carer(s) might be expected to act towards their children.

2. Legislation and guidance

As an accredited British School Overseas, this document meets the requirements set out in *Part 3: Welfare, health and safety of pupils* of the [Standards for British Schools Overseas](#).

Should you have any questions or require further information about this policy, please contact the Operations Manager.

3. Definitions and scope

3.1 Definitions

Within the context of The BSA's health and safety framework, the following definitions are provided to ensure clarity and consistency in understanding the terms used.

First Aid encompasses the immediate and sustained assistance provided in emergency situations, prior to the arrival of professional medical help, if required.

Pupil Care Plans ([Appendix A - Care Plan](#)) refer to personalised documents outlining specific medical needs, procedures, and accommodations for individual pupils. These plans are tailored to address the unique health requirements of each pupil, ensuring their safety, wellbeing, and access to necessary support and interventions during school hours.

3.2 Scope

This policy applies to all staff of The British School of Amsterdam, including the Management Board.

4. First Aid in school

4.1 First Aid training for staff

The BSA is committed to prioritising the wellbeing and safety of our pupils and staff, therefore all staff will receive appropriate and relevant First Aid training.

All staff are expected to be First Aid trained and hold a valid certificate of competence, issued by a competent organisation. Staff that have not been trained before will receive a full training and thereafter an annual refresher. Training will take place on inset days during the course of an academic school year. Only in exceptional circumstances will training fall out of the INSET days.

First Aid trained staff are also trained in the use of the Automated External Defibrillator (AED) machines. AED machines are located around The BSA. ([Appendix B - First Aid points](#)).

If a staff member has missed a scheduled First Aid training, for whatever reason and has to be rescheduled, it is important to note that in the interim whilst waiting to be trained, staff still have responsibility for First Aid provision throughout school.

4.2 Pupils with known special medical conditions

The BSA recognises it has an additional duty to make arrangements for supporting pupils with medical conditions. This is done through the creation of individual Pupil Care Plans ([Appendix A - Care Plan](#)). These will be drawn up in consultation with health and social care professionals, pupils, and parent(s) / carer(s) to ensure that the needs of children with medical conditions are effectively supported and that no pupil to the extent reasonably possible will be excluded from full access to education, including school trips and physical education, on the grounds of their medical condition.

Photographs of children with specific conditions and treatments and their details are placed on the relevant school section staff workroom wall and, in the Early Years and Junior Schools, in the child's classroom. Care plans and medical information will be recorded on iSAMS and can be accessed by all teachers when required.

4.3 First Aid boxes

First Aid boxes are distributed by the Healthcare Officer throughout The BSA. Staff should familiarise themselves with the whereabouts of First Aid equipment, medical boxes and AED, and the telephone number of emergency services - dial 112. First Aid equipment is clearly labelled and easily accessible.

- Classrooms in the Early Years and Junior Schools have been equipped with basic kits from the Healthcare Officer. In the Senior School some staff offices have kits. The medical boxes are dispersed around the school building and the location of these boxes can be seen on [the school map](#).
- In case they are needed, any staff member can use the First Aid Kit.
- If a staff member uses materials from the First Aid Kit, they should alert the Healthcare officer and bring the First Aid Kits to the Healthcare officer to be refilled.
- Every class teacher checks the First Aid Kit in their classrooms. If it needs replenishing then please see the Healthcare Officer. First Aid Kits should be checked at least once per annum, if not used (see point above).
- Healthcare Officer will do an annual check on the medical boxes.

4.4 Expectations from staff

Staff should:

- apply their training and provide First Aid to those in need when they feel confident and capable in the situation
- ensure that they are familiar and up to date with this policy and standard procedures
- keep their line managers informed of any developments or changes that may impact on The BSA's First Aid provision
- report anything that they feel to be a hazard to health and safety on or near The BSA premises to the Operations Manager
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with The BSA's Health and Safety Policy, to reduce the risk of accident or injury
- act appropriately and compliantly in order for The BSA to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment, e.g. AED, is only used in line with manufacturers' guidance
- all staff have the responsibility to properly care for equipment Any defects should be immediately reported to the Healthcare Officer and that piece of equipment should not be used
- be aware of the needs of pupils with medical conditions that they teach - respective Pupil Care Plans can be accessed on iSams
- use knowledge of first aid training and respond accordingly when they become aware that a pupil with a medical condition needs help
- respond to pupil needs as necessary, which may include providing support such as administering medicines for pupils with individual Pupil Care Plans. In such cases, involved staff members may undergo additional training to ensure they possess the necessary skills and competence before assuming responsibility for assisting children with known medical conditions.
- Not be asked to administer prescription medication to pupils other than emergency medications approved on care plans or medications consented by parents.
- inform pupils according to the provisions under [4.5](#)

In conjunction with the Healthcare Officer, Heads of School are responsible for ensuring that all supply staff and new staff members are fully briefed as to the needs of any pupil with individual Pupil Care Plans which they are likely to encounter. The Head of Extra-Curricular Programmes is responsible to ensure that all Club Providers are fully briefed in this regard.

4.5 Pupils

Pupils at The BSA should know that staff have been First Aid trained. Pupils can help The BSA ensure First Aid provision is effectively put into practice by:

- reporting any medical emergencies or incidents to a member of staff immediately
- reporting anything that they feel to be a hazard to health and safety on or near The BSA premises
- taking care of their own safety and the safety of others.
- making sure that staff members are aware of any of their own health conditions or ailments that may require First Aid assistance (for example diabetes, epilepsy). This is particularly important in circumstances where pupils will be travelling off The BSA premises, for example for a sports match or a school trip
- where a pupil has a health condition which requires an individual Pupil Care Plan the pupil will be involved wherever appropriate in discussions as to their medical support needs and will be required to act in a way which is compliant with the Pupil Care Plan
- All pupils are expected to act in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow pupil is unwell.

4.6 Parent(s) / carer(s)

Parent(s) / carer(s) can help The BSA maintain effective First Aid provision by:

- completing a Student Health Questionnaire annually or at any time when there are changes regarding their child's health
- informing The BSA, via the relevant School Secretary if their child has been diagnosed with a contagious disease and keeping them at home until they are recovered;
- alerting The BSA to any ongoing or temporary medical conditions that their child has that may require First Aid. This is extremely important, and parents are required to notify The BSA in writing of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision, The BSA must be notified in writing by having parent(s) / carer(s) fill out the "medication administered at school" form ([Appendix C - Medication Administered at School Form](#)).
 - If it is emergency medication it will be kept:
 - by the Head of School for pupils in the Early Years School;
 - in the First Aid room in the Junior School for Junior pupils;
 - in the Student Services for Senior School pupils.
 - If it is not emergency medication it will be kept in the Healthcare Officer's office, unless there is a specific reason for the child to have it on them at all times. It is important that parent(s) / carer(s) do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff so that appropriate arrangements can be made
- where their child requires an individual Pupil Care Plan, being involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, e.g., provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times;
- working with The BSA to instil a sense of First Aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home;
- making The BSA aware of anything that they feel to be a hazard to health and safety on or near The BSA premises;
- familiarising themselves with this policy so that they understand the steps that will be taken if their child requires First Aid for any reason;
- noting that The BSA aims to be a 'nut-free' school. There are a number of people in The BSA with a severe nut allergy, so we ask parent(s) / carer(s) to ensure that no snacks or lunch contain nuts or traces of nuts. For example, items such as Nutella, pesto, hazelnut yoghurt or peanut butter.

5. Procedures when dealing with accidents

5.1 If there is an accident:

- The First Aider assesses the situation and applies appropriate care to the pupil. If necessary, they ask another person to fetch the Healthcare Officer to the scene.
- In case of an emergency the First Aider/Healthcare Officer will keep their attention on the pupil, while the other phones 112:
 - If an ambulance is sent someone will wait outside to escort the ambulance staff to the pupil.
 - A staff member will contact the parent(s) / carer(s) of the pupil, inform, and ask them to act as needed.
 - If the pupil needs to be taken to the hospital/emergency room they must be accompanied by an adult, either their parent(s) / carer(s) or a staff member.
- In case an ambulance is not necessary but the pupil still needs medical attention
 - A staff member will contact the parent(s) / carer(s) of the pupil, inform them and ask them to come to The BSA.
 - If the pupil needs to be taken to the hospital/emergency room and parent(s) / carer(s) do not answer or are not able to come to The BSA, the pupil will be accompanied by a staff member in the uber/taxi to the hospital/emergency room.
- An incident report ([Appendix E - Serious Incident Report: Pupil](#)) will be filled out by the staff members that were present and sent to the Operations Manager.

5.2 Responsibilities of a First Aider

Trained First Aiders at The BSA have responsibilities that cover several critical aspects:

- Assume control and provide immediate assistance:
 - Take charge of the situation promptly when someone is injured or falls ill
 - Administer appropriate First Aid treatment within the scope of your training.
- Prioritise care and watch for signs of shock:
 - Address life-threatening situations first, focusing on the ABCDE approach:
 - Airway
 - Breathing
 - Circulation
 - Disability
 - Exposure
 - Attend to more severe injuries subsequently, prioritising those in critical condition.
 - Monitor individuals for signs of shock and intervene accordingly.
- When appropriate, summon professional medical assistance:
 - Ensure that an ambulance or other professional medical aid is called when necessary.
 - If a pupil requires medical attention but does not need an ambulance, arrange for transportation to the hospital or emergency room. The BSA will provide an uber/taxi service for this purpose. In cases where parents cannot be reached, school staff will accompany the child to the medical facility.
- Ensure medical treatment compliance:
 - Refrain from administering food, drink, or medication if hospital treatment is necessary.
 - Arrange transportation to the hospital via ambulance or uber/taxi for less urgent situations.
- Collaborate and maintain composure:
 - Remain calm and delegate tasks to others to assist effectively.
 - Assess the situation promptly to determine the appropriate course of action.
 - Provide timely and calm care while reassuring those involved.

5.3 Procedure in the event of an illness

If a pupil falls ill while in a school lesson, they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action. The pupil will be accompanied to the Healthcare Officer if necessary. Pupils who are clearly in pain, are distressed, or are injured will never be required to go to the Healthcare Officer unaccompanied.

The First Aider or Healthcare Officer will administer the appropriate First Aid, and parent(s) / carer(s) will be called to pick up their child if they are too unwell to complete the rest of the school day. Only if the pupil is feeling extremely poorly (injured severely, high temperature, vomiting) do they remain in the Healthcare Officer's office until collected by their parent / carer. In all other instances (a general feeling of not well), then the pupil should wait in the waiting room under the supervision of the Receptionists or in their class under the supervision of the class teacher, until their parent / carer can collect them.

If a child who is sent home early is still too unwell to attend school the next day, parent(s) / carer(s) should follow the procedure outlined in the [Attendance Policy](#). If symptoms include vomiting or diarrhoea a child must stay at home for 24 hours after they were last ill (last time vomiting or having diarrhoea).

A child who has had a fever (temperature above 38 °C) must be free of the fever without medication for 24 hours before returning to school.

The parent(s) / carer(s) must be contacted immediately by The BSA's receptionist, teacher, First Aider, or nurse in case of the following injuries:

- Any type of head injury that has caused a visible bruise and/or lump, dizziness, vomiting, blurred vision or other symptoms that might suggest that the head injury is serious.
- Ongoing nose bleeds
- Possible broken bones, swollen joints, instant bruising,
- Vomiting and diarrhoea
- Severe cuts that may need stitching
- High fever (central temperature higher than 38 °C)
- Burns
- Eye injuries, eye viruses (swollen, red eyes with discharge).
- Anything else that may be deemed serious

Senior students are required to get an early leaving due to sickness form filled out by either the key form leader, senior secretary or teacher before reporting themselves to the Reception area if they are feeling ill. The Receptionist or Senior School Secretary will phone the parent(s) / carer(s) to obtain permission for the student to go home. The student signs themselves out in the digital sign in/out system at Reception, as confirmation that they have left the building. In the event that the parent(s) / carer(s) cannot be reached, the student is not allowed to leave school and has to stay at school (waiting area, Healthcare Officer's office or return to class).

5.4 Primary injuries and illness during class time

The Healthcare Officer is the first point of contact in the event the pupil has the following:

- Serious Fever >39.0 (eg with fatigue, vomiting)
- Serious injury in class
- Severe rash
- Suspected virus e.g. chicken pox, impetigo, etc.
- Feeling ill enough not to remain in class.

The teacher or staff member who brings the child to the Healthcare Officer's office must give as much information as possible as to the pupil's injury or illness.

The Healthcare Officer will assess the pupil and decide as to whether the pupil should go home. In this event the parent(s) / carer(s) will be contacted. Refer to 5.3 for further supervision of unwell pupils.

5.5 Healthcare Officer's office

The Healthcare Officer's office is situated next to the reception on the ground floor. This area may be used to take care of children who are too ill to be able to remain in their classroom or in cases of emergency situations.

5.6 If the Healthcare Officer is not in school

The Operations Manager will inform the Heads of School and Deputy Heads if the Healthcare Officer is not in school.

In case there is an accident this will be dealt with according to the First Aid Policy by a First Aider. The First Aider at the scene will make the decision whether further medical care is needed.

If a pupil falls ill, the teacher will determine whether the pupil will need to go home. The pupil's parent(s) / carer(s) will be contacted by The BSA Receptionist or school secretary. Only if the pupil is feeling extremely unwell (injured severely, high temperature, vomiting) should they remain in the Healthcare Officer's office, with a staff member, until collected by their parent(s) / carer(s). In all other instances (a general feeling of not well), then the pupil should wait in the waiting room under supervision of the Receptionists or in their class under the supervision of the class teacher, until their parent / carer can collect them.

The Receptionists hold the key to the Healthcare Officer's office and all medical cupboards in case anything specific is needed.

5.7 Emergency services

An ambulance should always be called (dial 112) by staff in the following circumstances:

- a significant head injury or signs of concussion;
- fitting/ seizure activity
- unconsciousness
- difficulty in breathing and/or chest pains;
- a severe allergic reaction (even after administering possible prescribed medicine);
- a significant loss of blood;
- severe burns or scalds;
- the possibility of a serious fracture;
- in the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid.
- a fall causing severe trauma

If an ambulance is called, the member of staff in charge should ensure that access to The BSA site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive. There should always be two first aiders with the pupil so one can tend to them and the other can assist and get help.

Pupils who are taken to the hospital in an ambulance will be accompanied by a member of staff unless parent(s) / carer(s) are able to reach The BSA site in time to go with their child themselves. Ambulances will not be delayed waiting for parent(s) / carer(s) to arrive at The BSA. Parent(s) / carer(s) will be informed immediately of any medical emergency and told which hospital to go to. In the event that a parent cannot be reached during school hours, discharged patients are brought back to school and supervised.

All accidents and injuries must be reported please refer to the Health and Safety Policy for more information.

5.8 Procedure in the event of contact with blood or other bodily fluid

The BSA understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the First Aid training that staff undertake outlines the best practice for this. It is important that the First Aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other pupils and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that 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 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
- report the incident to a First Aider and take medical advice if appropriate. The First Aider will then arrange for the proper containment, clear-up and cleansing of the spillage site.

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single use disposable gloves in the First Aid boxes. Disposable gloves should always be used when attending to a cut, graze, or open wound. Used gloves should be carefully disposed of and restocked from the Healthcare Officer's office. Care should be taken when dealing with blood or other body fluids and disposing of dressings or equipment. All large blood spillages must be cleared up immediately. All swabs, cotton wool etc. used to clean up a blood spillage must be secured in a plastic bag and disposed of in the bin.

5.9 For off-site activities and away fixtures

First aid boxes should be taken from the Healthcare Officer's office and returned to the same place for any off-site activity. Adequate notification of a trip is required to ensure HCO has time to prepare first aid kits for all trips. The First Aid boxes within The BSA's classrooms etc. are for use in school only and should not be removed from the site. This is to ensure that boxes are always where they are expected to be in case of an emergency ([Appendix G - First Aid Contents](#)).

Injuries that occur off-site should be reported to the Head of School / Deputy Head on return to The BSA and the necessary [incident report form](#) to be completed and sent to the Operations Manager.

Where pupils have individual Pupil Care Plans, sufficient active support will be provided to permit them to take part within sporting and off-site activities as fully as possible. Pupils will be encouraged to participate according to their own abilities and reasonable adjustments will be made to ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities and consultation will take place with appropriate parties (pupils, parents, health specialists) during this process.

To find out if a pupil has an individual Pupil Care Plan please refer to the instructions in [Appendix H - Individual Pupil Care Plan](#) iSAMS.

6. Reporting accidents, emergencies, and First Aid administration

6.1 Minor accidents

Serious accidents and/or those involving staff or adults must be reported immediately to the Head of School or, in the case of support staff, to the Operations Manager.

Any minor accident must be recorded in the accident book ([Appendix I - Accident book](#)) (each class in Early Years and Junior schools keeps their own accident book, for the Senior School this is kept centrally in Student Services.). Parent(s) / carer(s) must be notified of any serious or significant incidents, especially any bump to the head either by telephone or, in the primary years by using an accident form. Depending on the incident, the Healthcare Officer, or Secretary or Receptionist or teacher will inform parents/carers.

A record of any First Aid treatment given by First Aiders must be kept. This should include:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of the injury/illness and what First Aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the First Aider or person dealing with the incident.

Any hospital visits require an accident form to be filled in. The completed forms are to be given to the Operations Manager who will investigate the incident/accident and follow through. These forms will remain in the Operations Manager's office. The blank forms can be found here ([Appendix E - Serious Incident Report: Pupil and Appendix F - Serious Incident Report: Staff](#)).

7. First Aid on trips

Before undertaking any trips or other off-site activities, the organising teacher should assess what level of First Aid provision is needed. Each member of staff on a trip should carry a Travel First Aid kit with them:

- The Travel First Aid kits are located in the Healthcare Officer's office
- In case needed, use the Travel First Aid kit as trained and required
- When returning the Travel First Aid kit to the Healthcare Officer, inform the Healthcare Officer what you have used so that it can be restocked ([Appendix G - First Aid Contents](#)).

Individual care plans (from iSAMS) should be printed and taken on the trip for any pupils who require them, e.g. pupils who may require asthma pumps, insulin or EpiPens etc. If staff members who are on a trip need specific training to support individual care plans, they should approach the Healthcare Officer at least one week before the trip takes place.

8. Contagious diseases / infections

Parents are requested to inform The BSA if their child has been diagnosed with a contagious disease. Pupils who have or are suspected of having a contagious disease must stay at home. These pupils cannot return to school until they are fully recovered.. The Head of School has the right to exclude pupils from school if she/he feels they are too sick to attend and/or is causing risk of infection to others.

The Healthcare Officer can contact the [GGD](#) (dial: 020 555 5911) for advice on particular diseases and procedures to be followed. A letter is then emailed to all the children within the same school informing the parents of the disease, the symptoms and possible side effects. They are advised to contact a doctor should they feel concerned.

If a staff member thinks a pupil might have a contagious disease/infection they should consult the Healthcare Officer.

9. Pupil care plans / Medication administered at school form

The procedures and protocols for managing Pupil Care Plans and medication administration within our school community are as follows:

- Parent(s) / carer(s) complete the Student Health Questionnaire;
- The Healthcare Officer updates iSAMS with medical conditions of all pupils based on the Student Health Questionnaire;
- The Healthcare Officer assesses if a Pupil Care Plan is necessary for individual students;
- Parent(s) / carer(s) receive a letter informing them about the Pupil Care Plan, with the plan attached for completion;
- If medication is required during school hours, a "Medication Administered at School" form is sent to parent(s) / carer(s) and Pupil Care Plan. This form can be accessed by parent/carer on firefly via Resources> whole school > Medical information> Medical Forms > Administration of Medicine form. The healthcare officer is automatically notified.
- The Healthcare Officer updates medical information in iSAMS and informs the pupil's teacher or tutor;
- The Healthcare Officer ensures medication is stored correctly, and relevant staff members are aware of its location.

10. Medication management and administration at school

When a student requires medication to be administered during school hours, the '[Medication Administered at School](#)' form must be completed by parent(s) / carer(s). This form should include detailed information regarding the medication type, dosage, method of administration, purpose, duration of prescription, medication location, and expiry date.

If the administration of medication involves anything beyond basic administration (such as giving a tablet), it will be carried out by the Healthcare Officer. Alternatively, teachers/tutors may receive appropriate training to administer the medication if necessary.

Parent(s) / carer(s) must notify The BSA of any changes in treatment or when the prescription period ends.

The Student Health Questionnaire includes permission for the Healthcare Officer to administer paracetamol, ibuprofen or antihistamines at their discretion for general pain, cold or allergy symptoms, or fever. If no permission is given or no Health Record exists for the pupil, the Healthcare Officer will contact the parent or caregiver for permission.

In the absence of the HCO, a member of the Primary School (EYS and Juniors) teaching team will ensure medication is administered to children requiring regular medication.

10.1 Early Years School and Junior School

No student, except those with specific medical conditions such as diabetes, asthma, epilepsy, or severe allergies (anaphylaxis), should possess medication while on school premises. Should a student require medication during school hours, parents or guardians are required to complete a form authorising school staff to administer medication to their child. This form must provide clear instructions on the timing and method of administering the medication. Upon completion, the form must be signed and dated by the staff member responsible for administering the medication.

The signed authorisation form must be prominently displayed in the classroom, visible to all staff members. (See [Appendix C - Medication Administered at School Form](#) for a sample form.)

The medication provided by the parent / carer must be delivered in its original prescription container and clearly labelled with the following information:

- The pupil's name
- Name of the medication, dosage, and frequency
- The physician's name
- Expiration date
- Written information outlining storage and safekeeping requirements, possible side effects, and actions to be easily read in English.

This ensures that all necessary details are clearly communicated and easily accessible for administration and safety purposes.

10.2 Senior School

No pupil, with the exception of diabetics, asthmatics, epileptics, and individuals with anaphylaxis, should be in possession of medicine. All medicines should be stored in the dedicated fridge located in the Student Services Office.

In the event of a pupil requiring medication during school hours, parent(s) / carer(s) must complete a form authorising their child to self-administer the medication. This form should provide clear details regarding the timing and method of medication administration (see [Appendix C - Medication Administered at School Form](#)).

A member of staff should be present to observe the pupil when they take the medicine.

11. Role of the Healthcare Officer vs Role of a trained First Aider

11.1 Healthcare Officer Role

- See pupils daily for medical reasons
 - Pupils feeling sick (fever, stomach ache, headache)
 - Pupils with wounds
 - Pupils with bumps and bruises
 - Pupils before going home

- Pupils asking for medication
 - Pupils in need of a change of clothes
- Set up medical system
 - Medical Questionnaire
 - Setting up Pupil Care Plans (and other medical forms) and keeping them up to date
 - Keeping medical information in iSAMS up to date
 - Writing daily reports of pupil visits and putting them into iSAMS
- Making sure that the whole School is First Aid trained
 - (for now) Give Basic First Aid Training
 - Plan all First Aid Trainings
- When there is a contagious disease
 - Created all letters for common diseases seen in Schools
 - Send out letter to class when a child has a contagious disease
 - Parents can contact Nurse with questions about the disease and policy
 - Making sure needed staff is informed
- Keeping The BSA well stocked on medical products
 - Checking First Aid Kits in classrooms once a year
 - Checking First Aid Travel Kits and providing these when needed
- Helping educational staff to prepare for trips
 - Provide Pupil Care Plans of pupils going on the trip
 - Inform staff on medical information they need to know
- Contact with outside agencies
 - GGD (for health checks)
 - First Aid Trainers
 - Personal GP's of pupils

11.2 First Aider Role

- Being able to respond in an emergency situation
- Provide First Aid where needed
 - Check how pupil is doing
 - Treat obvious injury
 - Accompany to Healthcare Officer when more severe
- Knowing when the situation is more severe
 - When to call Healthcare Officer
 - When to call ambulance
- When does a pupil go to the Healthcare Officer:
 - Vomit
 - Diarrhoea
 - Head injury
 - bump or bruising
 - Dizziness and nausea
 - Wound
 - alot of blood
 - Big and/or deep
 - Puncture
 - Bite
 - Dirty
- Burn
 - Second degree and higher
 - Need for extra care
- Nosebleed
 - Lasting longer than 10 minutes
- Unsure about sprain or bruise
 - Swelling
 - Dark bruise

- Feeling sick and not improving
 - Stomach ache
 - Headache
 - Fever
 - Dizziness
- Need a second opinion or in doubt

12. Training all staff in Professional First Aid

12.1 First Aid training for all staff

The BSA will ensure that all staff at the BSA are First Aid Trained. This training is mandatory for all staff.

12.2 How will the training be organised?

The training plan is outlined in [Appendix J - First Aid Training Programme](#). The process is still under development and is therefore subject to change.

13. Monitoring arrangements

The Operations Manager will monitor the effectiveness of the First Aid Policy and Procedures.

This policy will be reviewed by the Operations Manager every year, and:

- after accidents, incidents and near misses;
- after any significant changes to workplace, working practices or staffing;
- after any form of notice has been served.

At each review, the policy will be approved by the Management Board.

14. First Aid Procedures and Appendices

14.2 [First Aid Procedures: Management of pupils with medical conditions](#)

All of the forms mentioned in the appendices below can be found on the Firefly page [HERE](#).

Appendix A - Care Plan (available on Firefly)

Appendix B - First Aid Points (internal document)

Appendix C - Medication Administered at School Form (available on Firefly)

Appendix D - First Aid Procedures for visitors: Shortened Version

Appendix E - Serious Incident Report: Pupil (internal document)

Appendix F - Serious Incident Report: Staff (internal document)

Appendix G - First Aid Kit Contents (internal document)

Appendix H - Individual Pupil Care Plan iSAMS (internal document)

Appendix I - Accident Book (internal document)

Appendix J - First Aid Training Programme (internal document)