

First aid policy



St. Stephen's International School

“Where East meets West”

Approved by: SMT

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

St. Stephen's International School is mainly under the supervision of the Ministry of Education, Thailand. Consequently the Private Education Act and National Education Act apply. These Acts focus on the Health and Safety matters regarding young children and the provision of a safe and clean environment. Facilities and buildings are under the charge of the following agencies: Ministry of Education and Ministry of Labour Management & Welfare. The District Office is the government sub-agency that works closely with the school.

Secondly, the Thai labour law is implied for all employees (Thai & Foreigners) and their working conditions. As a specialist field, other government agencies work in minor areas. Legislation from the following government organisations also applies to St. Stephen's International School.

1. Social Security Fund, Ministry of Labour Management and Welfare
2. Department of Labour Protection and Welfare, Ministry of Labour Management and Welfare
3. Department of Construction, Ministry of Labour Management and Welfare
 - 3.1 Labour Law
 - 3.2 Trainings of Fire Drill and Evacuation
1. District office (Chatuchak District), Bangkok Governor, Ministry of Interior
 - 4.1 Department of Public Health
 - 4.2 Department of Environment
5. Private School Act, Ministry of Education (Formal Schools)
 - 5.1 Working Protection
 - 5.2 Supervision
6. Department of Industrial Products' Standards, Ministry of Industry
7. Department of Water Supply Authority of Thailand, Ministry of Interior
8. Department of Electricity Authority of Thailand, Ministry of Interior
9. Police Bureau, Ministry of Interior
10. Department of Transportation, Ministry of Transportation.
11. Ministry of Energy

3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

3.1 Appointed person(s) and first aiders

The school's appointed person is The School Nurse. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The board

The board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The Principal

The Principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures

- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider or appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the nurse or person on duty in the school office will contact parents immediately
- The attending nurse, first aider or other attending member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the named trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be a qualified nurse on school trips and visits for those pupils in Early Years Foundation Stage.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape

- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

In addition, there is an AED outside the medical room.

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- The Home Economics room
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record

- An accident report will be completed on 3SYS as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record via PASS
- In addition, a record of any follow-up action will be kept on file (Appendix 2)
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years.
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6.2 Reporting to the Department of Public Health, District Office

The nurse or operations manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence

The Nurse will report these to the Department of Public Health if appropriate

6.3 Notifying parents

The School Nurse or admissions office will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

7. Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current first aid certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the SMT every two years

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Contact details

Appendix 2: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			

Name of person attending the incident			
Signature		Date	

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>EpiPen</i>	all teaching staff	17 August 2018	new staff as they arrive
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			