



# First Aid Policy

The British School of Barcelona

## SPAIN

Registered in England & Wales - Cognita Schools Limited No. 02313425  
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**COGNITA**

THRIVE IN A RAPIDLY EVOLVING WORLD

### 1. General Statement

- 1.1. The definition of First Aid is as follows:
  - In cases where a person will need help from a medical practitioner or nurse; treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,
  - Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.
- 1.2. All safeguarding and child protection policy guidelines must be adhered to both on and off the school site, when first aid is administered.
- 1.3. The policy applies to all pupils including those pupils in Early Years.
- 1.4. The responsibility for drawing up and implementing the First Aid policy is delegated to the Head, including informing staff and parents. However, implementation remains the responsibility of all staff in our school in order to keep children healthy, safeguarded and protected whenever they are in our care.

### 2. Current Procedure

- 2.1. Our appointed person (H&S Coordinator) undertakes an annual review of procedure and provision. A First Aid Needs Assessment is carried out to ensure adequate provision is available given the size of our school, the staff numbers, our specific location, and the needs of individuals.
- 2.2. Our First Aid Needs Assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as asthma and epilepsy, takes account of an analysis of the history of accidents in our school, as well as the identification of specific hazards. It includes a section about mental health. It also includes careful planning for any trips and visits, including residential, overseas and adventurous trips which always include a suitably trained first aider, in keeping with our Educational Visits policy.
- 2.3. Our procedure outlines when to call for help, when necessary, such as an ambulance or emergency medical advice from professionals. It outlines the requirements for documenting necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- 2.4. We ensure that first aid provision is available at all times, including out of school trips, during Physical Education and sports activities, and whenever the school facilities are used.

## FIRST AID POLICY

- 2.5. We keep a confidential electronic record of all accidents or injuries and first aid treatment on Medical Tracker or the school system used for this purpose. We must inform families of any accident or injury or any first aid treatment on the same day, or as soon as reasonably practicable.
- 2.6. The school employs two nurses. One is based at the Castelldefels Campus and also oversees the provision of First Aid at BSB Sitges. The other is based in Barcelona and oversees the provision of First Aid across both Barcelona campuses and Maresme. Both nurses report to the School Health and Safety Coordinator.

The Data Officer and Reception Teams at all sites also play an important role in implementing the school's First Aid and Medical policies. They are responsible for maintaining an up-to-date list of students across all campuses who have food allergies or other dietary requirements and for liaising with the catering company to ensure that appropriate special menus are provided.

In order to incorporate the medical information of new intakes every year, the school includes a complete medical form in the Admissions Booklet for families to fill in. Further from this, a medical form is available on Cognita Connect for families to report pupils' recently diagnosed conditions to the school. This information must be confirmed by a doctor, and a medical certificate must be provided to the school. This information is revised by the school nurses and logged on the Medical Tracker as well as communicated to relevant Heads of Pastoral and teachers.

### 3. First Aid Training

- 3.1. We review the school's training needs to ensure that suitable staff are trained and experienced to carry out first aid duties in our school. In particular, we consider the following skills and experiences: -
- Reliability, communication and disposition,
  - Aptitude and ability to absorb new knowledge and learn new skills,
  - Ability to cope with stressful and physically demanding emergency procedures,
  - Normal duties are such that they may be left to go immediately and rapidly to an emergency, and
  - Need to maintain normal operations with minimum disruption to teaching and learning.
- 3.2. First Aiders in our school have all undertaken appropriate training. They have a qualification in First Aid for School Staff (Paediatric training). The school liaises with our training provider to ensure training can be tailored to the specific needs of the school, taking the local

## FIRST AID POLICY

regulations on the use of defibrillators and the First Aid Needs Assessment into account. The school follows the recommendations of the *NTP 458: Primeros auxilios en la empresa: organización*, the target ratio is 1 first aider for every 50 people (including pupils and staff).

Additionally, key staff members will receive training in Administering Medication and Children with Allergies.

3.3 General First Aid training will be updated every three years. Training in the use of Defibrillators is governed by regional regulations. In Cataluña Defibrillator training will be updated every three years.

3.4 The need for ongoing refresher training for any staff will be reviewed each year to ensure staff basic skills are up to date, although we are aware that this is not mandatory.

## 4 Key Personel

|                                                                                                                                                                     |                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| First Aid co-ordinator (appointed person) - responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required | School Nurses.<br>Across all campuses, this role is supported by the respective Reception Teams.          |
| Person responsible for maintaining school First Aid Training Register                                                                                               | H&S Coordinator                                                                                           |
| The following staff have completed a recognised training course in First Aid for School Staff (First Aid at Work including Paediatric training).                    | The first aiders lists are posted at the school reception areas, staffrooms, lunch hall and science labs. |
| The following staff have completed a recognised training course in the use of Defibrillators, in line with local requirements.                                      | The lists are posted at the school reception areas.                                                       |

## 5 Contents of our First Aid Box

5.3 Our minimum provision is to hold a suitably stocked first aid box as well as provide staff with relevant information on first aid arrangements.

5.4 In our suitably stocked First Aid box we provide the following, or suitable alternatives:

- A leaflet giving general guidance on First Aid
- Several pairs of powderless disposable gloves (preferably not latex)
- A disposable face-shield for mouth-to-mouth practice
- Several sterile wipes individually wrapped
- 1 individually wrapped triangular bandages (preferably sterile);

## FIRST AID POLICY

- Roll of cotton bandage
- Elastic bandage
- Plasters (assorted sizes)
- Several 5ml saline solution bottles
- Chlorhexidine
- Roll of microporous tape
- 1 pair of scissors
- 1 pair of tweezers
- Thermometer
- Sick bag

5.5 The School Nurses are responsible for checking the contents of the first aid boxes and for restocking items. Extra stock is held within the school and items discarded safely after the expiry date has passed. We do not keep tablets, creams or medicines in the First Aid Box. In cases of severe allergies, the school may keep auto injector devices in the First Aid Box located in the Dining Room.

5.6 Our First Aid Boxes are kept in the following places:

### BSB CASTELLDEFELS

- P.E Office
- EYFS Floor
- Staffroom Primary
- Staffrooms Secondary
- Science Department
- Maintenance storage room
- 11 portable First Aid Kits for trips

### BSB NEXUS

- Reception

### BSB SITGES

- First Aid Room
- Staffroom
- Food Technology Room
- EYFS
- Lunch Hall Toilets (accessible from playground).
- 3 portable First Aid Kits for trips

## FIRST AID POLICY

### BSB CITY FOUNDATION

- Reception
- 2 Portable First Kits for trips

### BSB CITY MAIN CAMPUS

- Reception
- Staffroom
- Science Lab Prep room
- Gym (2 Portable First Aid Kits)
- 5 portable First Aid Kits for trips

### BSB STEM Centre

- Science Lab
- Staffroom

### BSB Maresme

- Staffroom
- Reception

The contracted catering and cleaning companies provide their own first aid kits for their staff.

5.7 We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing skin with soap and running water, eyes with tap water and or an eye wash bottle, We record details of any contamination and seek medical advice where appropriate. For further information please see our Prevention and Control of Infection and Communicable Diseases Procedures.

5.8 First Aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable powder free vinyl gloves, using suitable eye and face protection and aprons where splashing may occur, using devices such as face shields when giving mouth to mouth resuscitation, and washing hands after every procedure. We ensure any waste products are correctly disposed of.

5.9 We ensure that any third-party lettings or providers, including transport services, visiting sports clubs or other schools, have adequate first aid provision.

5.10 We ensure that any third-party contractors, including catering and cleaning, working with us are aware of our policy and procedures.

### 6 Early Years

- 6.3 We ensure that at least one person trained in First Aid at Work, preferably including paediatric training, is on our premises at all times when pupils are present. A list of certified first aiders will be displayed in the Early Years area.
- 6.4 No educational visit or off-site activity from school is undertaken without the presence of at least one person with a first aid qualification.
- 6.5 We keep an electronic or written record of all accidents or injuries and first aid treatment, and we inform parents and/or carers of any accident or injury on the same day, or as soon as reasonably practicable, as well as any first aid treatment. Records are stored confidentially in Medical Tracker/on the school system. The recording of an incident is carried out in confidence at all times by the person administering first aid.
- 6.6 Prescription medicines must not be administered unless a doctor, dentist or a nurse have prescribed them and we have a clear procedure for managing this. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent or carer. Please refer to the Medicines Management Policy.

### 7 Recording Accidents and First aid treatment

- 7.3 Pupils will tell their teacher or nearest staff member, or fellow pupils when they are not feeling well or have been injured. They will let a member of staff know if another pupil has been hurt or feeling unwell.
- 7.4 All accidents are recorded as soon as is practicable, including the presence of any witnesses and details of any injury or damage. Records are stored confidentially in Medical Tracker (Accident reporting software tool). The recording of an accident is carried out in confidence at all times by the person administering first aid. An incident investigation may be required and, following this, a Serious Incident Reporting Form may require completion.
- 7.5 Any treatment of first aid is recorded by the person who administered first aid. We will record the date, time and place of the incident occurred. as well as details of the injury or what first aid was administered, and what happened after the event.
- 7.6 The School Nurses and the Reception team are responsible for the maintenance of accurate and appropriate accident records, including the evaluation of accidents, and regular reporting to the school H&S Committee for monitoring purposes.

## FIRST AID POLICY

7.7 As guidance, we adopt the definition of Ofsted with regard to serious injuries as follows:

- any injury which requires resuscitation
- admittance to hospital for than 24 hours
- broken bones or a fracture
- dislocation of a major joint (shoulder, knee, hip or elbow, finger, toe)
- loss of consciousness
- severe breathing difficulties
- injury leading to hypothermia or heat-induced illness
- loss of sight (temporary or permanent).
- chemical or hot metal burn to the eye or any penetrating injury to the eye; a chemical or hot metal burn to the eye
- injury due to absorption of any substance by inhalation, ingestion or through the skin
- injury resulting from an electric shock or electrical burn
- injury probably resulting from exposure to a harmful substance, biological agent, toxin or infected material

7.8 As guidance, we adopt the definition from Ofsted for minor injuries, of which we always keep a record, as follows:

- Animal and insect bites, such as a bee sting which does not cause an allergic reaction
- sprains, strains and bruising.
- cuts and grazes.
- wound infections.
- minor burns and scalds.
- wound infections

7.9 Staff accidents at work must be reported to the HR Manager at the school.

## 8 Recording Near Misses

8.3 A near miss is an event where no one has actually been harmed and no first aid was administered but have the potential to cause injury or ill health.

We record any incidents that occur on the premises and these may include a break in, burglary, theft of personal or school's property; intruder having unauthorised access to the premises, fire, flood, gas leak, electrical issues.

## 9 Hospital Treatment

9.3 If a pupil has an accident or becomes ill, and requires hospital treatment, the school is responsible for:

## FIRST AID POLICY

- calling an ambulance in order for the pupil to receive treatment and transfer
- immediately notifying the pupil's emergency contacts (parent/carer)

9.4 When an ambulance has been called, a first aider will stay with the pupil until the parent arrives or accompany pupil to hospital by ambulance if required.

9.5 Where it is decided that pupil should be taken to the Emergency Department a first aider must either accompany them in the ambulance or remain with them until the parent/carer arrives to do so.

9.6 In the unlikely event that a pupil must be taken to hospital by a staff member, they should be accompanied by a second member of staff, with express authorisation from the Headteacher/Principal and in a taxi or school vehicle (not a private vehicle).

## 10 Defibrillators (AED)

10.3 The school has 9 defibrillators located at the following sites:

- BSB Castelldefels Reception
- BSB Sitges Reception
- BSB Nexus Reception
- BSB Castelldefels Theatre
- BSB Castelldefels Main Lunch Hall
- BSB City Foundation Reception
- BSB City Main Campus Reception
- BSB STEM CENTRE
- BSB Maresme

10.4 The defibrillator is always accessible, staff are aware of its location, and those who staff have been trained to use it. The defibrillator is designed to be used by someone without specific training and by following the accompanying step by step instructions on it at the time of use. The manufacturer's instructions are circulated to all staff and use promoted should the need arise.

10.5 The AED provider is responsible for replacing items such as batteries and our contract includes regular maintenance. The H&S Coordinator is responsible for ensuring the provider complies with the contract.

### 11 Monitoring and Evaluation

- 11.3 Our school's senior leadership team monitors the quality of our first aid provision, including training for staff, and accident reporting, on a termly basis. Our policy is reviewed annually. Compliance will be reported formally to the school's termly H&S Committee. Minutes of these meetings submitted to the Head of Educational Compliance at Cognita SCP Regional Office. The Head of Educational Compliance will report to the Cognita Europe H&S Assurance Board.
- 11.4 Reports including an overview of first aid treatment to children including the identification of any recurring patterns or risks, lessons learned with the management actions to be taken accordingly including the provision of adequate training for staff, may be reported to our Safeguarding team.

## Version control:

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| Related documentation                | Health and Safety Policy<br>Medicines Management Policy<br>Student Health and Wellbeing Policy<br>Educational Visits Policy and Guidance<br>Safeguarding Policy: Child Protection Procedures<br>Prevention and Control of Communicable and Infectious Diseases Procedures<br>Serious Incident Reporting Form (SIRF) |