



# St George's College

**Founded 1898**

## **FIRST AID POLICY & PROCEDURES**

*Reviewed and approved Jan 2023*

*Next review Jan 2024*

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# **ST GEORGE'S VISION MISSION AND VALUES**

## **VISION STATEMENT**

St George's College is a private, non-profit, bilingual, co-educational, learning institution with a long tradition in providing a well-rounded and demanding education. It delivers an international curriculum of high standards, which seeks to develop strong ethical values and character integrity, in order to allow its students to become useful and successful citizens.

## **MISSION STATEMENT**

Our mission is to provide students, between the ages of 3 and 18, with a bilingual education that integrates the Argentine and international curricula. We strive for the continual improvement in the quality of the teaching and learning, management and school resources in order that the students may develop their potential to the full. Our environment nurtures individual development, independent thinking, sportsmanship and an extensive and close interaction with the community.

## **STATEMENT OF VALUES**

Since its foundation in 1898, St George's College has been based on values adopted by its Christian founders, drawn from the best ones stemming from British tradition. These values are centred upon the following:

- Uphold honesty, integrity and truth.
- Demonstrate fortitude in terms of energy, initiative, courage and responsibility.
- Exercise good manners and respect towards people, rules, institutions, and the environment.
- Commitment and loyalty to the College, its people and society at large.
- Actively develop the concept of duty, caring and leadership through example.
- Apply perseverance and fair play in behaviour, work and play.

The College strives to uphold these values through its Governors, Staff, Parents and Students, adding to the best traditions established by its Founders.

## **1. COMMITMENT TO FIRST AID**

St George's is committed to providing a framework that ensures any persons injured whilst on School premises or on school visits or other school activities, whether they are staff, pupils, visitors, or other members of the public, receive the quickest, most effective care and attention.

This policy and procedures document should be read in conjunction with:

- Health & Safety policy and procedures
- Safeguarding policy & procedures

## **2. AIMS**

### **COMPLIANCE**

- To ensure the school is compliant with all national laws and guidelines
- To ensure best practice from around the world

### **ONE SCHOOL**

- To establish principles efficiently across all sections and highlight procedural differences.
- To ensure where possible that resources, contracted services and support materials are implemented efficiently across all sections and wherever possible replicated.

### **FRAMEWORK**

- To provide the school's leadership a framework within which to work.
- To communicate clearly with the community what our policies and procedures are.

### **POLICY SPECIFIC**

- To ensure the activities of the school and its governors, staff and volunteers are conducted to the highest standards of safety
- To ensure the individuals to whom this policy applies, are able to recognise activities that might cause injury and are trained and able to administer support where necessary
- To ensure the school monitors and tracks injuries and works to prevent them in the future.

### **3. RESPONSIBILITIES**

#### **The Board of Governors**

The Board of Governors, is responsible in law for the safety of all persons whilst involved in school activities, they delegate this responsibility on a day-to-day basis to the leadership of the school. The Board of Governors will ensure that:

- The first aid policy is kept up to date, in line with existing legislation and reviewed whenever required.
- Insurance policies are maintained to provide full cover for claims arising from actions of staff.
- The statutory requirements for first aid are met.
- Appropriate training is provided.
- The correct procedures are followed including suitable and sufficient risk assessment of first aid provisions.

#### **The Head**

The Head is responsible for putting this policy into practice. With the assistance of the Shared Services Manager the Head will approve the appointment of a qualified School Doctor. The School Doctor will manage the Sanatorium, assisted by a team of Nursing Assistants who are all qualified nurses. The Head will delegate to the school Doctor the day-to-day management of the Infirmary and help deal with any issues or concerns the Sanatorium team may have.

#### **The Sanatorium**

There is always one qualified nurse on duty. The school Doctor will ensure that:

- All members of the team receive sufficient training, including refresher training, to be competent in undertaking their tasks.
- Undertake an assessment of the school's first aid needs.
- Maintain medical records, in particular for pupils with specific medical conditions, such as asthma, epilepsy, diabetes or allergies.
- Ensure that one of their team is present on site at all times during the San's opening hours.
- Assist in providing first aid packs for school journeys and sports fixtures.
- Liaise with the relevant heads of school when reporting accidents.
- Ensure that all first aid provision and equipment are up to date.

## **First Aiders**

In accordance with the law the school also has a team of qualified first aiders who support that San team in the event of an injury on campus.

The first aiders are members of staff who will:

- Administer first aid to pupils, staff and visitors.
- Undertake training, including refresher training on an annual basis, to be competent in their tasks;
- Comply with the procedures set out in the policy.

Further to this all staff will receive yearly training on the use of the first aid kits provided by the San team.

## **MEDICINES**

The school will only administer prescription medicines when given a doctor's prescription from the pupil's parents (which must be the original). The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist. This should include the full name of the child, the name of the medical product, unit dose and time of ministration, length of treatment, name and contact telephone number of the physician who prescribe the medicine and a copy of the prescription containing the physician's signature and his/her professional license number. Wherever clinically possible, the school requests that medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

The following key points guide the school's policy on managing medicines in accordance with Argentine law.

- A record of all medication administered will be kept with dosages and times logged in each instance. This will also show who administered the dose and to whom.
- No pupil under the age of 16 will be given medicine containing aspirin unless prescribed by a doctor. Where such medication is administered, the time of previous dosage and the maximum dosage will be checked prior to administering the

medication and parents will be informed that the medication has been administered.

- Medicines will be stored safely at all times but pupils will have immediate access to their own medication at all times and will be given the name of the key holder so that these can be accessed swiftly. Items such as inhalers, blood glucose metres and adrenaline pens should be always readily available and will not be locked away.
- Any medication which is no longer required will be returned to the parent to arrange for safe disposal.
- The school will keep a record of any controlled drugs that have been prescribed for pupils and these will be stored in a locked, non-portable, container. This will be accessible only to the nurses.

## **PROCEDURES**

### **Accidents**

An untrained member of staff should immediately summon assistance from a first aider or one of the San team.

### **Calling the ambulance**

Usually one of the San team would decide whether an ambulance should be called. In their absence this decision will be made by a qualified first aider. **For school trips the group leader shall take on this decision.**

### **Illness**

Any person feeling ill should make their way to the San. They should seek assistance if they are uncertain of their ability to make it to the San. Anyone discovering an individual who is unwell should likewise direct them to the school doctor and, if necessary, accompany them. In case of an infectious disease (pandemic or epidemic) the school doctor will be the lead source of advice for the Head to make the final decision.

### **Kindergarten**

In most cases where a child is unwell a class teacher should send them to the San, accompanied by a second adult

### **Prep School**

Pupils asking to go to the San should be accompanied by another pupil and must be given a *San Pass*. The accompanying pupil should come back immediately. When they leave the infirmary a nurse will give them a slip which contains their arrival and departure time, so that this can be presented to their teacher. If the pupil needs to go home, the nurse will give him/her written permission to leave school and it can be handed in to security.

### **College**

Pupils in College should ask the permission of their class teacher and must be given a San pass. When they leave the San a nurse will give them a slip which contains their arrival and departure time, so that this can be presented to their teacher. If the pupil needs to go home, the nurse will give him/her written permission to leave school and it can be handed in to security.



### **Administrative staff and third parties**

The HR Manager or the Manager of the third party (where appropriate) should be informed. A written report shall be given to the H&S Office in case of accidents.

### **First aid kits**

First aid kits are located at various points around the school. If used the nurses should be informed so that they can be resupplied. The School Doctor will carry out checks of first aid boxes on a fortnightly basis and will supply the tick list to the Shared Services Manager upon completion. They will replenish them as required. Full medical supplies are available in the infirmary. First aid kits should also be collected from the infirmary for organised trips or sporting events.

First aid kits are available in all three sections of the school

List of contents:

- Cotton (01 package)
- Plaster strip (01)
- Gauze swabs sterile (01 package with 10)
- Bandage crepe (01 package)
- Gloves disposable sterile latex (03)
- Antiseptic povidone 100ml (01)
- Scissors (01)
- Thermometer (01)
- Sodium chloride 250ml (01)
- Thermal bag (01)

### **Defibrillators**

These can be found in each section. Should the need arise to use them they should be administered by those who have received the training.

### **Medical records**

When a child is admitted to the school the parents are asked to complete an *Emergency Medical Information Form* (see Annex 1). This information is added into iSAMS by the staff in the San. Thereafter at the start of each term parents will be given a printout of the medical information and the emergency contact details for their children. A medical record will be

kept within iSAMS of all treatments given to the children and a separate paper record is kept for all other staff not held in iSAMS.

### **Infirmiry reports and accident reports**

When pupils are sent home, or to seek medical treatment, because of an illness or accident the San will complete a Sanatorium Report (*Annex 2*). Copies of this form will be sent to the following people before the end of the day:

- SLT
- The School Doctor

### **Arrangements for pupils with particular medical conditions**

The school nurses hold medical records for all staff and pupils with particular medical conditions. Staff taking pupils on trips must obtain a list of those pupils on the trip with particular medical conditions. If necessary, the school nurses will supply any specific training and specific supplies to be taken as required. In school, the nurse should be summoned or the individual taken to the infirmiry as a matter of course if they suffer an attack of their particular condition.

### **Epi pens**

Epi pens are only allowed to be used if they have been prescribed by a doctor with an explanation of why they need one and an explanation of where it is normally kept.

Parents are responsible for providing their child with an Epi pen in school if they consider it necessary. They are responsible for:

- Informing the school that their child has an Epi pen
- Why they need one (i.e. if the pupil is allergic to wasps/ shellfish / nuts)
- Where the child normally keeps it
- Replacing the pen after the expiry date
- Communicating to the infirmiry and the relevant head of school to discuss how this should be administered.

It is essential that staff taking pupils out on a school trip check that the pupil has his/her Epi pen.

### **School events**

For certain open events, which attract a large number of visitors, such as School Festival,

International Day, sports events (biathlon, etc) the Health and Safety officer will arrange for an ambulance to be present on the school site.

### **Head injuries**

Injuries to the head can occur in many situations in the school environment, when a pupil's head comes into contact with a hard object such as the floor, a desk, or another pupil's body. The potential is probably greatest during activities where collisions can occur such as in the playground, during sport and PE.

Concussion is a disturbance of the normal working of the brain without causing any structural damage. It usually follows a blow directly to the head, or indirectly if the head is shaken when the body is struck.

It is important to recognise that it is not necessary to lose consciousness to sustain a concussion following a blow to the head.

Symptoms may not develop for some hours, or even days, after a knock to the head, and in rare cases can develop weeks after a head injury.

Whilst an initial concussion is unlikely to cause any permanent damage, a repeat injury to the head soon after a prior, unresolved concussion, can have serious consequences. The subsequent injury does not need to be severe to have permanently disabling or deadly effects.

| <b>Level</b>   | <b>Action to be taken</b>   |
|--|---|
| <b>Minor bump to the head</b><br>No bruising, swelling, abrasion, mark of any kind, dizziness, headache, nausea or vomiting and the child appears well | Child to be assessed by first aider/nurse<br><br>Monitor for adverse signs<br><br>After observation, pupil to return to class<br><br>Class teacher/HoY to be notified |
| <b>Minor head injury</b><br>Visible bumps or bruises on the exterior of the head, but no loss of consciousness.  | Ice pack for any swelling<br><br>Rest and observation   |

|  |  |
|--|--|
| Other symptoms might include a mild headache   | <p>Kinder and Prep pupils to be sent home with a parent or guardian.</p> <p>College pupils can return to class</p> <p>An email home, confirming the details in all cases.</p>          |
| <p><b>Severe head injury</b></p> <p>Significant swelling, bruising or abrasions and/or loss of consciousness. Other symptoms may include; Nausea, vomiting, dizziness, difficulty staying awake, severe headaches. Visual and/or speech problems</p> | <p>Ambulance to be called straight away.</p> <p>Parents immediately to be contacted.</p> <p>SLT informed by e-mail and Head of Section contacted in person (by phone if necessary)</p> |

\*Head injury advice sheets to go home with all head injuries

When evaluating a head injury remember: **If in doubt, sit them out**

### **Post Head injury care**

For pupils who have a confirmed concussion:

- Non physical activities for 14 days
- Teachers asked to monitor levels of work required of the pupil. EOE to coordinate.

## **POLICY REVIEW**

This policy is to be reviewed by SLT and presented to the Board of Governors for final consideration and approval.

Approved by the Board of Governors, signed:

Dr Francisco Follett, Chairman

James Belmonte Diver, Headmaster

**Date:**