



<p><b>Rationale</b></p>	<p>The Governors and Headteacher of the British International School of Tunis accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.</p> <p>The Governors are committed to the DfE's procedure for reporting accidents and recognise their statutory duty to comply with the '<u>Reporting of injuries, diseases and dangerous occurrences regulations 1995</u>'.</p> <p>The provision of First Aid within the school will be in accordance with the DfE's '<u>Guidance on First Aid for Schools</u>' 1998</p>
<p><b>Policy Document</b></p>	<p><b>Statement of First Aid organisation.</b></p> <p>The school's arrangements for carrying out the policy include nine key principles, which:</p> <ul style="list-style-type: none"> <li>• Place a duty on the Governing body to approve, implement and review the policy.</li> <li>• Place individual duties on all employees to report, record and where appropriate investigate all accidents and 'near misses'.</li> <li>• Record all occasions when first aid is administered to employees, pupils and visitors.</li> <li>• Provide equipment and materials to carry out first aid treatment.</li> <li>• Make arrangements to provide training to employees, maintain a record of that training and review annually.</li> <li>• Establish a procedure for managing accidents in school which require First Aid treatment.</li> <li>• Provide information to employees on the arrangements for First Aid.</li> <li>• Undertake a risk assessment of the first aid requirements of the school.</li> </ul> <p>The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for schools'.</p>
<p><b>Record Keeping</b></p>	<p>All accidents / injuries are recorded in the Accident Report Form red file which is located in the Headmaster's office. The accident report form lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc. and sent to the parents. All injuries will be notified to the Schools Insurers on a separate Incident Report Form.</p>

<b>Location of boxes</b>	Three First Aid Boxes are located in 1) the Staff Room 2) the First Aid Room and 3) the storage cupboard next to the Learning Support Room. There will also be two boxes kept in the First Aid Room for Travel and Sports purposes.
<b>Contents</b>	The contents of such boxes are checked and replenished regularly by the Health and Safety Officer, or another designated staff member, according to British Standard.
<b>Training</b>	Whole staff training on First Aid (4 hour course) will be undertaken every three years and all teaching and support staff will be invited to attend when necessary. Half school staff First Aid Training should be organised once a year.
<b>Administration of medicines</b>	If a child requires medication, it must be handed to a qualified First Aider in the morning. They are the only persons allowed to administer medication within the school. The pupil's teacher is also informed. Before administering any medication the QFA must have the parents' authorisation and a Doctor's note accompanying the medication.
<b>Medical Information</b>	On registration parents are required to name any allergies and relevant medical history of their child. See <i>Registration Form</i> . Parents are also required to complete a consent form. Allergy lists are given to all staff as well as being posted in the lunch room and Administration office.
<b>Insurers</b>	<b>See Lists for details</b>
<b>School Doctor</b>	<b>see Lists for details</b>
<b>Roles and Responsibilities</b>	<b>ACCIDENTS &amp; EMERGENCIES</b>
<b>Aims and Objectives</b>	<p>The overall responsibility for the day to day management of school supervision /routines rests with the Headteacher. The class teacher is responsible for classroom supervision and teachers on Playground duty are directly responsible for the supervision of pupils at break time:</p> <ul style="list-style-type: none"> <li>• To ensure the physical safety and well being of all staff and pupils</li> <li>• To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner</li> <li>• To provide training staff development and the effective use of outside expertise so that children have access to proper interventions</li> <li>• To comply with all legislation relating to safety and welfare at work</li> </ul>
<b>Procedures</b>	<p>Safety of pupils and staff is a priority for the Governing Body, and robust measures have been put in place to ensure no children or staff are put at risk. The provision of specialist First Aid Training for staff has been identified as a priority by the Governing Body.</p> <p>Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/playground. Dangerous practices such as climbing trees, climbing goalposts, throwing stones, running fast in the playground, engaging in "horseplay", fighting etc. are subject to severe</p>

<p><b>Minor Accident or Injury</b></p>	<p>sanctions (see <i>School Anti-Bullying and Discipline Policies</i>) There are at least two teachers on playground duty at any one time</p>
<p><b>More serious Accidents or Injuries</b></p>	<p>The injured party is initially looked after by the teacher on playground duty. If deemed necessary, the child will be taken to the First Aid room. No medicines are administered but cuts are cleaned with water and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times.</p>
<p><b>Very serious Injuries</b></p>	<p>If considered safe to do so, the injured party is taken to the First Aid Room. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible.</p>
<p><b>Evaluation</b></p>	<p>In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an <b>ambulance is called on 198, and also the school doctor</b> (see <i>School Lists</i>)</p> <p>The success of this policy is measured from a set criteria:</p> <ul style="list-style-type: none"> <li>• Maintaining a relatively accident free school environment</li> <li>• Positive feedback from staff, parents, children</li> <li>• Continual playground observation of behaviour by all staff engaged in supervision duties</li> <li>• Monitoring and evaluation at staff meetings</li> </ul>

<p><b>Links to other Policies</b></p>	<p>STAT 7 <i>Health&amp; Safety</i> STAT 8 <i>Health&amp; Safety outside school</i> <i>School Registration Form and Consent Form</i></p>		
<p><b>Staff Responsible</b></p>	<p>Headmaster</p>	<p><b>Governors’ Committee Responsible</b></p>	<p>Policies Working Group</p>
<p><b>Date approved by GB</b></p>	<p>3<sup>rd</sup> June 2014</p>	<p><b>Review Date</b></p>	<p>September 2015</p>

Signed ..... Chair of Governors