

## Medical First Aid Policy

### Purpose

The purpose of the IBSB Medical First Aid Policy is to ensure that there is adequate First Aid provision for people who may become ill or are injured on campus or on an educational visit.

### Overview

All teaching staff shall receive basic first aid training as a part of the Induction Programme before school commences. Teaching staff will be familiarised with a current UK sanctioned First Aid Booklet and shall be familiar with its location in each classroom.

In accordance with UK law, the EYFS first aider, in addition to basic medic first aid training will also receive additional MFA training in accordance with a 12hr Paediatric First Aider course. A Paediatric First Aider must be present at all times at school or on visits where the children are five years or younger (EYFS Statutory framework).

During the school day when children are present, either a nurse or a qualified doctor is on site.

### First Aiders

- First Aiders are employees who have received MFA training from a professionally qualified person and have been assessed as being capable of administering MFA.
- All teaching staff and drivers will be required to maintain up-to-date MFA training (the 3 hour BASIC MEDIC FIRST AID Certification) at least every three years, by a trainer as determined by the Head of School as being suitable for training staff as nominated First Aider (see Appendix A for current list of first aiders at IBSB).

### Medical First Aid Boxes

A Medical First Aid Box has been positioned in selection locations around the campus:

- on each level of the Primary and Secondary School
- in the School Library
- at the SLT entrance of the office building
- in the Medic First Aid Room annexed to the office on the first level
- in the school library
- in each school van

The location of MFA Boxes will be clearly marked on the floor plans in each class and on each level of each building.

In addition to the MFA boxes in fixed position around the campus there are also additional MFA Boxes / Bags for teachers to take on educational visits. These are stored and checked by the School Nurse.

It is the responsibility of the School Nurse to ensure that all MFA boxes are kept fully resourced. MFA Boxes should be checked each half term, with checks recorded along with any restocking required. The record sheet of these checks should be held by the site manager and the School Nurse.

Any staff member using supplies from a MFA box should inform the Head of Primary/Secondary and the School Nurse immediately, in order to ensure that MFA are restocked after use.

The Health and Safety Officer (Head of Primary/Secondary) should ensure that all classrooms and areas used by students and staff have a MFA Manual easily accessible at all times. In general this should be located just inside the entrance to the room on the wall in a secure holder, easily visible.

## First Aid Procedure

- For Minor First Aid injuries on campus, the student should be sent to the School Nurse, located in the Medical First Aid room, where the nurse will administer MFA.
- For any serious medical emergency on campus, the school nurse or doctor should be called to attend to the need for the patient until emergency support arrives.
- If the School Nurse is not available, to notify a qualified First Aider that someone needs first aid assistance.
- For other serious injuries, where the School Nurse is not available, to ask someone in the office to phone for urgent medical assistance.
- For Minor First Aid injuries off campus, the First Aider should address the injury following standard MFA practice.
- The First Aider to check the site to ensure safety.
- If the injury is a suspected spinal injury, to remain with the person and to ask someone in the office to phone for urgent medical assistance.
- For serious, but not life threatening injuries, such as a broken bone, to provide relief and organise for the patient to be taken to a hospital.
- For all injuries, the School Nurse needs to complete a treatment log / report on School Base and email this to the office and to SLT. The Head of Primary / Secondary will complete an entry in the Accident Book in School Base. If the injury occurs whilst on a trip, the report must be completed on returning from the trip.
- For all injuries requiring MFA, parents should be notified by phone at the earliest possible convenience.

## First Aiders

- First aiders must complete an approved MFA training course.
- First aiders must be readily available to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- First aiders must follow the principles and practices outlined in the first aid course and manuals.
- First aiders must comply with the aims of first aid:
  - To preserve life
  - To prevent the condition worsening
  - To promote recovery
- First aiders must quickly and accurately assess the situation.
- First aiders must identify the disease or condition from which the casualty is suffering; but not to treat any illness or injury which is beyond their capability.
- First aiders must give immediate, appropriate, and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others.
- First aiders must, when necessary, ensure that an ambulance or other professional medical help is called or arrange, without delay, for the transfer of a casualty (should it be required) to Hospital Accident and Emergency Unit or home, according to the seriousness of the condition.



- First aiders must stay with the casualty until they are handed over to the care of a Doctor, Paramedic, the Hospital Accident Emergency Unit or other appropriate person.
- First aiders must not ignore accidents or illness under any circumstances, or refuse to give treatment and assistance if required to do so.
- First aiders must respect the patient's confidentiality at all times, and not discuss the patient's condition with anyone other than the Head of School or the First Aider.
- First aiders must maintain the highest practicable level of cleanliness whenever treating a patient and should take precautions to avoid infection and must follow basic hygiene procedures.
- First aiders should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- First aiders / School Nurse must maintain a record of all patients treated, no matter how trivial.

## Requirements of all staff

- Must complete an approved MFA training course as required.
- Ensure that there is a First Aid manual in their class and be familiar with the location and content of the manual and MFA boxes.
- Know their own work area thoroughly, paying special attention to potential hazards and to know the correct treatment for injuries common to your area.
- Promote accident prevention and safe working practice.
- Be physically fit enough to move a patient.
- Ensure that information / reports are accurate and completed in a timely fashion.
- Complete risk assessments as required:
  - Departmental
  - Educational visits
  - Other

## Accident Records

An Accident Report Log Form must be completed in the case of an accident by the Head of Primary / Secondary following investigation with input from the Teacher/TA witness of the accident and emailed to SLT and the Office. The Head of Primary/Secondary will then update the Accident Log on Schoolbase.

**School doctor on site:** Cornelia Tianu [cornelia.tianu@ibsb.ro](mailto:cornelia.tianu@ibsb.ro)  
**School nurse on site:** Nicoleta Micu [nicoleta.micu@ibsb.ro](mailto:nicoleta.micu@ibsb.ro)  
**Advanced Paediatric Course (March 2017)**

## Related Policies

Whole School Health and Safety Policy  
Whole School Medical Policy  
Whole School Students with Medical Needs Policy  
Whole School Recruitment Policy  
Whole School Educational Visit Policy  
Whole School Admissions Policy

Policy updated August 2018 KP



## Appendix A

We have 9 Advanced Trained MFA staff at IBSB. The following staff completed a 12 hour Medical First Aid Paediatric Diploma:

Certifying agency: [www.firstaidforschools.com](http://www.firstaidforschools.com) [OFSTED/COBIS SANCTIONED MFA PROVIDER]  
Certifying instructor: Kathleen Frances Sullivan

Staff Member	Date of Certification
Kendall Peet [Head of School]	26/08/2017
Dan Boboc [IT Technician/SS Ski Trip Coordinator]	26/08/2017
Iulia Boboc [HR Manager]	26/08/2017
Johanna Croci [Humanities Coord/DofE Coord]	26/08/2017
Ciprian Iacob [Secondary PE Teacher]	26/08/2017
Paul Georgescu [Primary PE Teacher]	26/08/2017
Lorena Diculescu [EYFS Teacher]	26/08/2017
Irina Ruse [Reception Teacher]	26/08/2017
Manuela Constantin [EYFS Coordinator]	26/08/2017

All other teachers at IBSB received Certified Basic First Aid training on 25<sup>th</sup> August 2017. All staff complete an Educare MFA Certificate prior to the start of the school year. The next certified training course with a UK based trainer will take place in August 2020.

Drivers had their last training in December 21, 2017, their next certified training course will be in August 2020.