

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 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). Yearly MFA training will be updated by staff completing a 2 hour online MFA course through Educare, to refresh their knowledge of basic medic first aid skills.
- Select staff will be asked to complete the 12 hour Medic First Aid Paediatric Diploma with an authorised training company (For example, the Red Cross). EYFS staff, PE Teachers, and other nominate staff will be required to complete this course to ensure there are sufficient staff qualified to deal with MFA emergencies on and off campus.
- Staff on school trips are required to be MFA trained and must take a MFA kit, to be collected from the school office, along with a student list of any medical conditions students have (refer to the Education Visits Policy).

Medical First Aid Boxes

A Medical First Aid Box has been positioned in select locations:

- on each level of the Primary and Secondary School buildings on the main campus
- on each level of the Six Form College and in the Sixth Form College Office
- in the Medic First Aid Room next to reception
- in the lunch room
- in the PE Hall
- In the Parent Uniform Shop Admin Building
- in the main office admin area
- in each school bus
- In the IT Administration building

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



Education Trips

In addition to the MFA boxes in fixed positions 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.

Recording of known medical conditions

The school requires parents to provide information about their child's medical condition. Medical information is requested during the admission process and recorded on SchoolBase. This information is indicated in their SchoolBase record and is available to form teachers. To make it easier to recognise pupils with existing medical needs on Schoolbase they are highlighted with a medical icon. Each year parents are asked to update the school's medical records, including allergies and pre-existing or chronic medical conditions.

Additionally, each child must provide a medical certificate from their family doctor at the start of the academic year to confirm they are physically able to attend school. The school also requires each child to provide a confirmation from their family doctor that they are able to take part in physical exercise during the academic year. These are requested, recorded, and stored by the school office.

First Aid Procedures and Flow Chart

IBSB has a full time School Nurse located on the main campus who is able to administer first aid for the vast majority of cases. She is also responsible for recording all treatments and communicating this to parents and staff in accordance with the flow chart displayed in the MFA room and shared with all staff (see Appendix B).

Below are the expectations for the administration of MFA in school:

- 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 Paediatric Medic First Aider First Aider that someone needs first aid assistance. All staff have received Basic Medic First Aid training and are able to deal with MFA emergencies is required.
- For other serious injuries, where the School Nurse is not available, 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.
- 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 all injuries, the School Nurse needs to complete a treatment log / report on School Base and email this to the parents and form teacher.
- The Head of Primary / Secondary will complete an entry in the Accident Book in School Base if there has been an accident resulting in injury.
- For all injuries requiring MFA, parents should be notified by email at the earliest possible convenience.
- If medicine needs to be administered, the School Nurse must call the parents before administering it.
- For more serious incidents, the School Nurse must call the parents directly and follow up with an email to inform teachers and parents once the treatment log has been completed.
- If a child is sent home or to the hospital/clinic for a medical reason, the School Nurse must inform the office and teachers.

Below are the expectations for the administration of MFA whilst on educational visits:

- 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.
- The First Aider must report the MFA issue, including any treatment, to the School Nurse on returning from the trip.
- It will be the School Nurse's responsibility to enter this information in the Treatment log on Schoolbase.

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.
- The 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.
- Be aware if any student has a medical condition
- Complete risk assessments as required:
 - Departmental
 - Classroom
 - Educational visits
 - Other

Accident Records

An **Accident/Incident Report Log Form** must be completed in the case of an accident/incident by the Teacher/TA witness of the accident/incident and emailed to SLT and the Office. **The Head of Primary/Secondary will then update the Accident/Incident Log on School Base** and inform the parents, office and teachers as needed.

An **Accident/Incident Report Log Form** is available on the server:

<\\NEWSERVER\Academic\Teachers\Whole school\Admin\Accident, Incident Report>

School doctor on site: Adela Simion adela.simion@ibsb.ro

School nurse on site: Nicoleta Micu nicoleta.micu@ibsb.ro

Mihaela Puiu mihaela.puiu@ibsb.ro

Advanced Paediatric Medic First-aiders (Updated September 2022), Appendix 1.

Related Policies

Whole School Health and Safety Policy

Whole School Medical Policy

Whole School Medical Needs Policy

Whole School Recruitment Policy

Whole School Educational Visit Policy

Whole School Admissions Policy



Document Control	
Draft Issued	September 2022
Author	Kendall Peet
Draft Approval	Kendall Peet Head Teacher
Signed off by	SLT
Review Date	September 2024
Review cycle	2 years

Appendix A

Medic First Aid Staff Training

The following staff completed a 12 hour Medical First Aid Paediatric Diploma with the Red Cross

Staff Member	Date of Certification
Kendall Peet [Head of School]	23/09/2022
Alan Cornish [Head of Primary]	23/09/2022
Deborah Fergusson [EYFS Coordinator]	23/09/2022
Diana Coman [EYFS TA]	23/09/2022
Alexander Lacraru [Primary PE Teacher]	23/09/2022
Delia Ciobanu [PS student Counsellor]	23/09/2022
Cristina Latcu [SS student Counsellor]	23/09/2022
Roxana Anghel [Admin officer, Sixth Form College]	23/09/2022
Daniela Momirleanu [PS/SS MFL French Teacher]	23/09/2022
Matthew Tansley [Head of Secondary]	29/08/2020
Paul Georgescu [Primary PE Teacher]	29/08/2020
Ciprian Iacob [Secondary PE Teacher]	29/08/2020
Carmen Raducanu [EAL Teacher/Coordinator]	29/08/2020
Johanna Croci [Humanities Coord/DofE Coord]	29/08/2020
Flori Georgescu [Office Admin]	29/08/2020
Iulia Ormeny [Front Desk Reception]	29/08/2020

All teachers, drivers, guards, and cleaners at IBSB completed certified Basic Medic First Aid training on August 12, 2022.

All primary school teaching staff received certified Basic Medic First Aid training on August 17, 2022.

All secondary school teaching staff received certified Basic Medic First Aid training on August 17, 2022.

All teaching staff also complete an Educare MFA Certificate prior to the start of each school year.



Appendix B

MFA Procedures & Communication



MFA Procedure - Summary of Dealing with MFA issues

