

Eerde IBS First Aid Policy



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Introduction:

We have a duty of care to promote the health, safety and welfare of all students, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

We will ensure that first aid provision is up to date and available at all times in school, boarding accommodation and for all off-site educational visits and sporting events. Students and school personnel with specific health needs and disabilities will be given specific consideration.

Aims:

- to have in place procedures to ensure that we meet our responsibilities for dealing with accidents and First Aid requirements;
- to ensure that adequately-trained First Aid personnel are available to visitors, staff and students;
- to ensure all school personnel know the names of the First Aid Personnel;
- provide a framework for responding to an incident and recording and reporting the outcomes.

Roles and Responsibilities:

Role of the Supervisory Board

The Supervisory Board, has:

- delegated to the School Director the responsibility for nominating a First Aid and Medical Coordinator for the provision of First Aid within the school;
- has delegated powers and responsibilities to the School Director to ensure everyone connected with the school is aware of the First Aid Policy and names of the First Aid Personnel;



- responsibility for ensuring sufficient funds are in place for the effective implementation of this policy
- has responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the School Director

The School Director will:

- nominate a First Aid and Medical Coordinator for the provision of First Aid and the implementation of the policy within the school;
- ensure that an adequate number of First Aiders and First Aid supplies are provided for the school, in accordance with a First Aid Needs Assessment;
- ensure everyone connected with the school is aware of the First Aid Policy and names of the First Aid Personnel;
- will meet with the Link Governor and First Aid and Medical Coordinator to review the implementation of the policy within the school;
- has responsibility for the effective implementation, monitoring and evaluation of this policy within the school

Role of the Health and Safety Committee

The Health and Safety Committee will:

- Consist of:
 - Operations Director
 - Academic Director
 - Food and Beverage and Boarding House Manager
 - HR Manager
 - Health and Safety Officer (Facilities Manager)
- support the implementation of this policy throughout the school
- ensure staff in their departments are aware of their obligations in respect of first aid, complete any relevant training and know what to do in an emergency



Role of the First Aid and Medical Coordinator & Health and Safety Officer

The First Aid and Medical Coordinator/ Health and Safety Officer will:

- ensure that a First Aid Needs Assessment is undertaken for the school;
- ensure that there are an adequate number of First Aiders who have attended the appropriate training course (BHV etc) course, in accordance with the First Aid Needs Assessment;
- ensure that all First Aiders requalify at the appropriate level when required (BHV - annually);
- ensure that the level of training taken meets legal requirements;
- ensure records are kept of any incidents where First Aid was required;
- ensure school personnel are aware of the names and locations of First Aiders and how to contact the First Aiders, in the event of an incident;
- keep up-to-date with developments in First Aid policy and training;
- manage and be responsible for First Aid supplies and stock (including spill packages and protective gloves);
- ensure that the school is adequately supplied with First Aid Kits at key locations around the school;
- ensure that adequate provision for First Aid is available on school trips or school events off-site;
- meet with the Link Governor and School Director to ensure the policy is implemented effectively

Role of First Aiders / BHV trained person

All staff undertaking First Aid duties are responsible for:

- taking charge when someone is injured or becomes ill;
- Ensuring that an ambulance or other professional medical help is summoned when appropriate;
- acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment;
- sending students home to recover, where necessary;
- filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident;
- being available and contactable during the school day or when on duty;
- reporting to the First Aid and Medical Coordinator if First Aid kits are under stocked, missing or damaged;
- they will complete first aid training in accordance with school requirements (annually for BHV).



Role of School Personnel

School Personnel will:

- be aware of the names of the First Aiders in the school;
- be aware of school First Aid procedures;
- not attempt to give first aid treatment themselves;
- not use their private car to transport a casualty to hospital;
- seek assistance from a First Aider if access to a kit is needed for personal use;
- not remove First Aid equipment from its designated place;
- report any loss or damage to first aid equipment to the First Aid and Medical Coordinator;
- inform the school on recruitment, and the First Aider on the scene, if possible, of any relevant allergies or conditions they may have

Role of Students

Students will:

- inform the school on enrolment and the First Aider on the scene, if possible, of any relevant allergies or medical conditions;
- notify a member of staff immediately in the event of an incident where First Aid is required

Role of Parents/ Carers

Parents/ Carers will:

- inform the school of any medical conditions, allergies or issues their child may have at the point of enrolment or when they become aware of them;
- ensure that students requiring medication have access to this through agreed channels at the school, as per our Sickness and Medicines Policy;

Role of the Data Protection Officer (if necessary)

The Data Protection Officer will:

- have expert knowledge of data protection law and practices;
- inform the school and school personnel about their obligations to comply with the GDPR and other data protection laws;



- ensure data management is strengthened and unified;
- monitor compliance with the GDPR and other data protection laws, in line with the Eerde IBS Data Protection Policy.

Procedure:

First Aid Needs Assessment

In line with advice set out in Eerde RI&E (Risk Inventory and Evaluation - conducted by an external provider), our aim is to ensure that first aid provision is adequate to service the number of staff and students in the school and their needs. Provision takes into account that Eerde has:

- School Building
- Castle Building
- Gymnasium
- Art Room
- 2 Boarding Houses
- Playing fields and ground

First aid kits and firsts are maintained in all areas - as set out by our Emergency Plan and in our RI&E.

First aid or emergency response personnel are distributed to allow for at least 1 first aider per 50 staff and students and with quick and easy access to all buildings.

All boarding parents are first aid/ emergency response trained.

Helpful advice and information is available on::

The Orange Cross - <https://www.ehbo.nl/>

The Arbocatalogus - <https://www.arbocatalogus-vo.nl/>

Eerste Help International -

<https://www.eerstehulpinternationaal.nl/en/service/information-to-help-you-during-a-medical-emergency/>



In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider/ BHVer, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents

If it is a boarding student a House Parent will take the student back to boarding and supervise their care – all House Parents are first aiders

- If emergency services are called, the School Office will contact parents immediately
- The first aider will complete an Incident Report Form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the Educational Visits Coordinator prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider on school trips and visits, if the visit is not taking place somewhere where first aid services will be readily available.



First aid equipment

A typical first aid kit in our school will include the following:

- A selection of bandages of varying sizes
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

Large:

- Room 6 7 14 3 (school building)
- Kitchen
- Gym
- West Wing boarding house
- East Wing boarding house
- Under house (castle)
- Office Management Secretary (castle)

Medium:

- Storage room school building

Small:

- Room 12 10 8 4 2 (school building)
- First aid bag
- Office Management Secretary
- Library (castle)
- Boarding (activities)



Administering Medications

See Eerde Sickness, Medicines and Medical Conditions Policy

First aid and accident record book

- An [Incident Form](#) will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the [Incident Form](#).
- The Health and Safety Officer keeps all records of accidents and incidents
- A copy of the Incident form will also be added to the student's educational record by the School Administrator
- Incident and accident records will be retained by the school for a minimum of 3 years.

Medical Room

Provision for a medical room is made, in order to cater for the medical needs of students, including:

- medical examination and treatment of students;
- short term care of sick and injured students, which includes a washing facility and is near to a toilet facility;

The medical room will be equipped with/offer:

- a bed or comfortable place to lay down
- coverings for the bed which are hygienic, clean and safe i.e:
 - a pillow with disposable pillow cases, or a store of clean pillow cases to allow for a fresh one to be used for each individual user
 - a first aid blanket – ordinarily a holey blanket to prevent smothering/suffocation
 - a bottom sheet which can be disposed of or supply to allow for cleaning after each use
- a means of signalling when the room is in use – to prevent intrusion
- room for at least 2 members of staff or emergency service personnel to be present
- adequate provision for privacy and low noise levels



Please note – care should be taken by staff when attending to students in the medical room. Safeguarding and Child Protection policies should be adhered to and due care should be taken to prevent staff from being exposed to possible allegations of abuse.

Student Consultation

We wish to consult our students and to hear their views and opinions as we acknowledge and support [Article 12 of the United Nations Convention on the Rights of the Child](#) that children should be encouraged to form and to express their views.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or social issues)
- Open Class discussion (on a variety of matters relating to the school and/or social issues)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends Eerde International Boarding School will be encouraged and given the opportunity to provide feedback on every aspect of school life during their time with us.

A separate policy exists for student consultation which explains these processes in more detail.



Associated Policies and Publications

This policy has been written with reference to and in accordance with the following policies and publications:

- Health and Safety
- Eerde Emergency Plan
- Eerde RI&E

