

## Accidents and First aid Policy

We aim to keep children safe at all times however, at times accidents may occur. These can be very distressing for anyone involved so at the British School of Tirana we follow this policy and procedure to ensure all parties are supported and cared for and their health, safety and welfare is protected throughout their time at school.

### Accidents

Location of accident files: First Aid Room

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the Principal (or senior member of staff in her absence). Other staff who have witnessed the accident need to also sign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child
- The Principal and School Leadership Team will review the accident forms termly to identify any patterns, e.g. one child having a repeated number of accidents, a particular area in the school or a particular time of the day when most accidents happen. Any patterns will be investigated by the Principal and the School Leadership Team and all necessary steps to reduce risks are put in place
- The Principal and School Leadership Team will report serious accidents to the Board for investigation for further action to be taken
- The Accident File will be kept for at least 21 years and three months
- The school nurse will check every time to assess the severity of the accident to the child's health.
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately and in presence of the school nurse
- Where medical treatment is required and if applicable the Principal will follow the insurance company procedures, which may involve informing them in writing of the accident

### Transporting children to hospital procedure

The Principal/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff and school nurse to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets and any medication the child may be taking
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform the Principal or a member of the School Leadership team immediately
- Remain calm at all times. Children who witness an incident may well be affected by he/she and may need lots of cuddles and reassurance. Staff may also require

additional support following the accident.

### **First aid**

The first aid boxes are located in: First Aid Room

These are accessible at all times with appropriate content for use with children.

The appointed person responsible (school nurse) for first aid checks the contents of the boxes quarterly and replaces items that have been used or are out of date.

No other medical items, such as paracetamol should be kept in first aid boxes.

### **The appointed person(s) responsible for first aid is Anxhela Qose (school registered nurse)**

Most of the staff are trained in paediatric first aid and this training is updated every three years.

When children are taken on an outing away from our school, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

### **Personal protective equipment (PPE)**

The school provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

### **Dealing with blood**

We may not be aware that any child attending school has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

### **Needle puncture and sharps injury**

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste.

We treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

<b>This policy was adopted on</b>	<b>Signed on behalf of the British School of Tirana</b>	<b>Date for review</b>
September 2019		August 2020