



First Aid Policy

Introduction

This policy has been written for the use of the school Management, parents, pupils and staff. The policy adheres to the information set out by the Department for Education in Guidance on First Aid in schools.

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

Aims

The aim of the policy is to provide clear guidance and information on how Jeanne d'Arc British International school fulfils first aid requirements, manages illness and accidents and the reporting process within the school.

The policy should be read in conjunction with the Combined Health and Safety Risk Assessment Policy and the School Trips Policy.

The policy covers the following areas:

- First Aid
- Illness and Accidents
- Guidance for dealing with head injuries
- Guidance on when to call for an ambulance
- Reporting of incidents
- Hygiene procedures for spillage of body fluids

General Principles

In the event of an accident or injury to a pupil, it is important to remember the responsibilities of the school "in loco parentis". Not only must the pupil receive immediate attention, either at the site of the accident or in the clinic, but it is important to ensure that all necessary follow up action is taken.

Parents should be informed immediately if the accident is sufficiently serious that a pupil may have difficulty getting home or if he or she has to be referred to hospital. The pupil's form tutor and the head are also to be informed at the earliest opportunity.

If the school nurse is absent, Mme Leila Guessous, who is a qualified nurse, in the administration will provide cover.

First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

Supplies of first aid kits are held at various locations throughout the school (as given in Appendix A), as determined by the school nurse and the Head. This includes the provision of First Aid Kits on every minibus. Signs are posted around the school indicating the location of the nearest First Aid Kit and who the first aiders are in the case of an emergency. All staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

The school nurse, in consultation with the Head, is responsible for maintaining a list (as given in Appendix A) of current certificated first aiders. This is updated at the beginning of each academic year, and at other times as necessary.

This list will be available in:

- Clinic
- Administration block
- Staff Room
- Notice-boards around the school

A copy of this list is also kept by human resources.

Anyone needing first aid should, in the first instance, contact the school nurse. When the school nurse is unavailable, the stand-in nurse can be contacted by reception, from where a first aider can also be summoned.

First Aid training

The Head and the school nurse are responsible for facilitating first aid training for school staff.

The number of trained first aiders will be determined by the administration as being sufficient to meet the needs of all foreseeable circumstances.

The members of staff with current first aid training are:

Jihane El Antri	Karima Aboughnim
Stuart LeHeup	Nora Bouafi
Angela Arigoni-Mesfioui	Youness Chkhit
Hind Goudou	Said Fasly
Ichraq Laamoum	Chaimaa Errahi
Othmane Ammari	Kenza Bouayad
Sara Ouadlamir	Abukari Adams
Driss Tallabi	Soufiane Tabit
Hakima Chawqui	Nada EL Jahiri
Kaoutar Atif	

Automated External Defibrillation (AED)

The school recognises that in the case of cardiac arrest early intervention is vital to optimise survival and this includes the early use of a defibrillator. If used in the first 3-5 minutes of a collapse the survival rates can be as high as 50-70%.

The AED at Jeanne d'Arc British International School is located centrally, near to the infirmary, in the window outside of the Stage 1 Classroom.

The use of AED is designed so that even lay-bystanders can use them by following the voice prompts and this is then combined with cardiopulmonary resuscitation (CPR).

The school aims to give awareness and basic training to school staff in their use.

Trips and visits

First aid arrangements for school trips and visits are contained in the School Trips Policy. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. First aid kits are to be taken on school trips and the qualified first aider is appointed to be responsible for the kit and for taking charge of the situation (i.e. calling for assistance if a serious injury or illness occurs.)

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as a part of a school related activity.

Illness and Accidents

In the event of a pupil becoming ill or having an accident the following procedures are to be followed:

Illness

When a pupil feels ill at school, he or she should be escorted to the school nurse who will decide on what action should be taken. Staff with first aid qualifications may be asked to administer aid but it is the school nurse, or, in her absence, a member of the administration team, who is responsible for deciding whether the pupil should be allowed to go home or be sent to hospital. In the event of the school nurse and the senior management team all being absent, it is incumbent on staff to act as a reasonable parent would act in the circumstances, i.e. they must fulfil their duties 'in loco parentis'.

If the school nurse is not available, a pupil requiring treatment should be escorted by a student supervisor to the reception at the administration who will then arrange for the replacement nurse or a first aider to be summoned.

If the illness is not severe and does not require treatment, the pupil may be required to

rest in the clinic.

If the school nurse or a member of administration decides that a pupil should go home, then a parent or guardian must be contacted to collect the pupil.

If a secondary pupil is not fit for lessons, but can safely return home and there is no one available to collect them, they may be allowed home if the parent gives permission and the proper leave form is on file. In such cases the pupil is to be instructed to ring the school to confirm they have returned home safely. In exceptional cases, the School Nurse or a member of the school management team may ask a member of staff to accompany the pupil home using school transportation.

If the pupil requires medication, the school is not allowed to distribute it to the pupils.

A parent may send in a prescription and medicine to be dispensed by the nurse. The school nurse is not allowed to decide to give or administer medicine.

If the pupil requires care at a hospital, the parents or guardian are to be informed immediately. If deemed to be a non-emergency, a parent or guardian should be asked to collect the pupil without delay and accompany them to a hospital of their choice. If it is deemed necessary to attend hospital without delay, the pupil is to be accompanied to the hospital by a member of the school staff who will wait with the pupil until a parent arrives and assumes responsibility for their child. In these circumstances, parents must make every effort to attend to their child as quickly as possible.

If the pupil has to be taken to hospital, the school nurse, or a member of the administration, will arrange for one of the following methods of transport to be used, depending upon the urgency and nature of the circumstances:

- School minibus with driver
- School car with driver
- Ambulance

Accidents

Victims of accidents should be taken to the school nurse where the same procedures as given above will apply. However, if the accident is of such a nature that the victim should not or cannot be moved the school nurse or a qualified First Aider should be contacted immediately.

The Head and the administration must be contacted immediately if the injury is of a serious nature.

Head Injuries

Pupils who suffer a head injury should be taken to the school nurse where the same procedures as given above will apply.

If it is decided that the student does not require taking to the hospital then the parents must be informed and the school's head injury letter must be completed and sent home

with the pupil.

A copy of the head injury letter is in Appendix D

Guidance on when to call for an Emergency Ambulance

An emergency ambulance **telephone:150** should be called when a qualified first aider has assessed the casualty and deemed it necessary to do so based upon the knowledge acquired through their training. Usually this will be for casualties with the following problems:

- Any instance in which it would be dangerous to approach and treat a casualty
- If the patient is unconscious
- If the patient is not breathing
- If there is severe bleeding
- When there are neck or spinal injuries
- Any injury sustained after a fall from a height (higher than 2 metres)
- Any injury sustained from a sudden impact delivered with force (e.g. car knocking a person over)
- If there is a suspected fracture to a limb
- If there is a severe allergic reaction, anaphylaxis, (make sure to use this word when requesting an ambulance in this case) that is not normal for the casualty
- When there are symptoms of a heart attack or stroke
- If a patient suffers a rapid deterioration in condition despite the casualty not initially being assessed as requiring an ambulance

If, for whatever reason, a qualified first aider is not available, the above guidelines should be used to determine whether to call for an emergency ambulance.

IF IN DOUBT, IT IS BETTER TO CALL FOR AN EMERGENCY AMBULANCE THAN NOT

How to call for an emergency ambulance

Should the need arise for an emergency ambulance to be summoned, the first aider should:

- remain calm
- ask a bystander to call 150 and, when prompted for which service is required, ask for an ambulance

(Should a bystander not be available it may be necessary for first aiders to leave the casualty and make the call themselves, relaying this information to the operator).

The caller should:

- be ready to provide details of their name, telephone number, address and exact location within the School
- relay the condition of the casualty, as assessed by the First Aider, and how the casualty came to be in this condition
- provide details of the number of casualties along with names, age and gender if these details are known
- ask that ambulances come to the main entrance of the school if possible 57 Boulevard Moulay Youssef, Casablanca, it should be arranged for a member of staff/security team who knows the location of the casualty to meet the ambulance on arrival
- communicate any dangers or hazards into which the ambulance may be arriving
- stay on the line with the emergency operator until they have cleared the line

- The caller must wait for the details to be repeated back and then ask if it is okay to hang up.
- return to the casualty immediately after the call to inform the First Aider that an ambulance is on the way and to bring a first aid kit, blanket and defibrillator if necessary

Reporting of Incidents

The school nurse records all visits to her by pupils and staff requiring attention or treatment. This covers illnesses and accidents.

The following details are recorded:

- Name
- Date
- Time
- Nature of illness/accident (and location if appropriate)
- Details of and first aid administered
- Whether parents are contacted and whether a pupil is sent home or to hospital. With regard to the latter, the form tutor, Head and administration should be notified.

Any accidents involving pupils which may have been preventable, or which arose out of, or in connection with work, are to be recorded on a Health and Safety Form. These forms should be used to report accidents, near misses or other health and safety concerns.

Details of the accident should be recorded as promptly as possible, together with the names of any witnesses, while details are still fresh in the mind.

The following information should be recorded:

- Name of person reporting the incident
- Date of the incident
- Time of the incident
- Location of the incident
- A body outline should be completed
- Name of affected person
- Nature of illness/accident
- Details of any First aid administered
- Whether parents are contacted and whether a pupil is sent home or to hospital

The school nurse, who is line-managed by the administration, is responsible for:

- Reporting illnesses and accidents
- Reporting preventable accidents on the correct form
- Maintaining accident records for both pupils and adults

It is important that any lessons learned from accidents are taken fully into account to prevent a recurrence. All incidents, including “near misses”, are fully investigated. The more serious the incident, the more intensive the investigation should be to determine:

- What happened
- The lessons that can be learned
- The changes, if any, which need to be made to risk control measures to avoid a recurrence.

Head Injuries and Concussion

N.B. The head injury form to send to parents is appendix D

The school aims:

- To provide a safe environment.
- To ensure all staff have a clear understanding of how to manage someone who has sustained or potentially sustained a head injury.
- To be able to recognise the signs and symptoms of concussion and manage them correctly.
- To ensure all significant head injuries are reported on an accident form.
- To ensure all parents and pupils receive appropriate advice on managing a head injury.

Head injuries

Not all head injuries cause damage to the brain but minor ones can have symptoms including:

- Nausea
- Headaches
- Dizziness
- Tiredness

Pupils who sustain a head injury should be assessed by the school nurse and head injury advice will be given to the pupil and parents in every case.

The school nurse and the Head are responsible for monitoring accident reports and performing future risk assessments that may need attention because of an injury.

Red Flags for potentially more serious head injuries.

If any of the following are observed or develop then the pupil needs to be immediately seen by the school nurse, or in the absence of the school nurse, an ambulance should be called for urgent medical assessment:

- Deteriorating conscious state
- Increased confusion or irritability
- Severe or increasing headache
- Repeated vomiting
- Unusual behaviour change
- Seizures (fits) or convulsions
- Double vision or deafness
- Weakness in arms or legs (may appear to be walking strangely)
- Clear fluid coming out of ears and/or nose
- Slurred speech, difficulty speaking and understanding.

Concussion

Concussion is the sudden but short-lived loss of mental function that occurs after a blow or other injury to the head. Effects are usually temporary but can include headaches and problems with concentration, memory, balance and coordination. Concussion can occur at any time within the school environment and can occur if a pupil's head comes into contact with a hard surface such as a floor or a desk. It can also occur during sporting activities. Concussion can also occur when the head and the upper body are violently shaken, such as in whiplash injuries.

The School takes concussion seriously to safeguard the long-term welfare of pupils.

Concussion can affect academic performance and behaviour and can also put a pupil at risk of further serious consequences all the more so if they sustain another concussion before they have recovered. The School recognises that if the brain is not allowed to fully recover the brain is more vulnerable to further injury and may result in further long term consequences such as prolonged concussion symptoms and possible consequences such

as dementia, and a further concussive event could cause brain swelling which can be fatal. Pupils who sustain a head injury during sports sessions will be removed from play and initially be assessed by the school nurse. If concussion is suspected, further medical advice will be sought.

The school understands that it is important to recognise the signs of concussion as early as possible but is aware that symptoms can present themselves at any time after the incident.

The school recommends that pupils receive medical clearance before returning to play.

If a concussion is suspected, and in the absence of the school nurse it is the member of staff's responsibility to:

- Inform the school nurse and the administration
- Communicate with the parents what happened and recommend that the pupil should undergo diagnosis and assessment from a medical practitioner or visit an emergency department for further assessment.
- Give the pupil and parents the head injury advice sheet (see Appendix D); which will be available at the clinic.
- Inform the pupil and parents that the pupil should see the school nurse on the pupil's return to school to provide any information about treatment etc.
- Complete an accident report form (available at the clinic and on the School Computer System).

It is the responsibility of the pupil's parents to organise for medical clearance before returning to school and physical activity. The school nurse will keep a record of the parent's confirmation that clearance has been obtained.

Emergency trained First Aiders will have also completed a course on Concussion Awareness on Educare.

Hygiene Procedures for Spillage of Body Fluids

General statement

The aim is to decrease the exposure risk to blood borne and body fluid pathogens. Adherence is the responsibility of all staff who may come into contact with spillages of blood or other body fluids. All staff need to be aware of their personal responsibilities in preventing the spread of infection.

Disinfection aims to reduce the number of microorganisms to a safe level. If possible a disinfectant Whilst a variety of chemical disinfectants is available a disinfectant with a high concentration of chlorine-releasing compounds is preferred.

The School's duty

The school has a duty to protect its staff from hazards encountered during their work. This includes microbiological hazards. For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and Oral Secretions
- Vomit
- Faeces
- Urine

Personal Protective Equipment (PPE) is available from the school nurse.

All staff dealing with a biohazard spill are to ensure that they:

- wear disposable gloves.
- protect eyes and mouth with a mask or full-face visor if splash or spray is anticipated
- all cleaning materials need to be disposed of and not used again

Procedure

All biohazard spills are to be reported to the school nurse and administration

All staff dealing with a biohazard spill are to:

- wear appropriate protective clothing
- take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular blood or body fluids reaching the eyes or the areas inside the mouth and nose should be avoided.
- use the body fluid disposal kits provided by the school nurse or cleaning staff.
- place all soiled paper towel and gloves into a waste bag to dispose of in an approved manner
- wash hands, including arms to the elbow, with warm water and soap immediately after every clean-up of blood or body fluid. This should be performed even if gloves have been worn.
- wash all areas that have come into contact with blood

This policy was written in September 2024 and reviewed in January 2025.
It will be reviewed again in September 2027

APPENDIX A

Location of First Aid Kits:

First Aid Kits can be found in the following locations:

Ground Floor	Playground Area	PE & Sport Office/Store Room
1st Floor	Corridor	Student Supervisor's Office
2nd Floor	Corridor	Student Supervisor's Office
Minibuses	Onboard buses	Bus
Ground Floor	Pathway between Administration and Playground (playground end)	Clinic

**The kits are stocked by the school nurse and checked once a month.
The nurse should be informed if the First Aid Kits have been used for re-stocking purposes.**

Appendix B

Staff Trained in First Aid

Several staff from both schools receive comprehensive first aid training from a registered company here in Morocco.

Licensing Company : Himaya

Appendix C

Who to Contact (Appendix B- First Aid Workflow)

- The first person to contact should be the school nurse in the clinic.
- The surveillants and administration have direct links via walkie talkie with the school nurse.
- If the school nurse is unavailable, report to the reception in the administration and a first aider will be summoned.
- First aiders can also be contacted by the surveillants.

Appendix D



Head Injury Letter

Dear Parent/ Guardian

Your child _____ received a

bump on their head today whilst attending School.

Time of head injury _____ Date _____

Description of how head injury occurred:

The nurse assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your doctor or the nearest Accident and Emergency Department if you notice any of the above symptoms.

Yours faithfully,