



St. Paul's School

MANIBUS POTENTIA STUDIUM ANIMIS

FIRST AID POLICY

Reviewed July 2015

1. INTRODUCTION

The aim of this policy is to provide a framework to ensure that any persons injured whilst on School premises or on school visits or other school activities, whether they are staff, pupils, visitors, or other members of the public, receive the quickest, most effective care and attention.

This document should be read alongside the Health & Safety policy.

2. RESPONSIBILITIES

The Board of Governors

The Board of Governors, is responsible in law for the safety of all persons whilst involved in school activities, they delegate this responsibility on a day to day basis to the leadership of the school. The Board of Governors will ensure that:

- the first aid policy is kept up to date, in line with existing legislation and reviewed whenever required;
- insurance policies are maintained to provide full cover for claims arising from actions of staff;
- the statutory requirements for first aid are met;
- appropriate training is provided;
- the correct procedures are followed including suitable and sufficient risk assessment of first aid provisions.

The Head

The Head is responsible for putting the Board's policy into practice. The provision of an Infirmary in the School is currently outsourced to Sodexo. With the assistance of the Bursar the Head will approve the appointment by Sodexo of a qualified School Nurse. The School Nurse will manage the Infirmary, assisted by a team of three Nursing Assistants who are all qualified first aiders. The Head will delegate the Deputy Headmaster to oversee the day-to-

day management of the Infirmary and help deal with any issues or concerns the School Nurse may have.

The Infirmary

The infirmary is open from 6am to 9.40pm on every school day, plus Saturdays 7am to 4pm. There is one qualified Nurse that heads a team of three nursing assistants. The School Nurse will ensure that:

- All members of the team receive sufficient training, including refresher training, to be competent in undertaking their tasks;
- Undertake an assessment of the school's first aid needs (the School Nurse will need details of any pupil's specific illnesses before undertaking this task);
- Maintain medical records, in particular for pupils with specific medical conditions, such as asthma, epilepsy, diabetes or allergies;
- Ensure that one of their team is present on site at all times when pupils and adults are on site during the opening hours of the infirmary (see above);
- Assist in providing first aid packs for school journeys and sports fixtures;
- Ensure the staff in the infirmary have access to SchoolBase and are able to obtain parent contact information;
- Liaise with the relevant heads of school, the Deputy Headmaster and Health and Safety Officer when reporting accidents;
- Ensure that all first aid provision and equipment is easily identified.

First Aiders (see Annex 1 for a list of qualified first aiders)

In addition to the Nurse and nursing assistants who are qualified in first aid there are members of staff who are part of the School Fire Brigade Team (*Brigada de Incêndia*). These additional first aiders are volunteer members of staff who will:

- administer first aid to pupils, staff and visitors to an acceptable standard;
- undertake training, including refresher training on an annual basis, to be competent in their tasks;
- comply with the procedures set out in the policy.

Staff

Staff will send pupils to the Infirmary if there is any reasonable concern about an injury or an illness.

3. MEDICINES

The only medication kept by the school is non-prescription medicine to treat fever: *Tylenol* (contains paracetamol), *Dipirona* (contains metamizole) and *Alivium* (contains ibuprofen).

The school will only administer prescription medicines when in possession of a written note

from the pupil's parents. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist. This should include the full name of the child, the name of the medical product, unit dose and time of administration, length of treatment, name and contact telephone number of the physician who prescribe the medicine and a copy of the prescription containing the physician's signature and CRM number (*Conselho Federal de Medicina*). Wherever clinically possible, the school requests that medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

The following key points guide the school's policy on managing medicines in accordance with the Brazilian law.

- A record of all medication administered will be kept with dosages and times logged in each instance. This will also show who administered the dose and to whom.
- No pupil under the age of 16 will be given medicine containing aspirin unless prescribed by a doctor. Where such medication is administered, the time of previous dosage and the maximum dosage will be checked prior to administering the medication and parents will be informed that the medication has been administered.
- Medicines will be stored safely at all times but pupils will have immediate access to their own medication at all times and will be given the name of the key holder so that these can be accessed swiftly. Items such as inhalers, blood glucose metres and adrenaline pens should be always readily available and will not be locked away.
- Any medication which is no longer required will be returned to the parent to arrange for safe disposal.
- The school will keep a record of any controlled drugs that have been prescribed for pupils and these will be stored in a locked, non-portable, container. This will be accessible only to the nurses.

4. PROCEDURES

Accidents

An untrained member of staff should immediately summon assistance from a nurse in the Infirmary (either on the radio or on extension 427) and a qualified first aider.

Calling the ambulance

Usually one of the nurses would normally decide whether an ambulance should be called. In their absence this decision will be made by a qualified first aider. (Dial 192 to obtain an ambulance).

Illness

Any person feeling ill should make their way to the infirmary. They should seek assistance if they are uncertain of their ability to make it to the infirmary. Anyone discovering an

individual who is unwell should likewise direct them to the school nurse and, if necessary, accompany them.

Pre-Prep School

In most cases where a child is unwell then teacher should send them to the infirmary with an *Infirmiry Tag* (if in the classroom) or with a Post-it (if they are in the playground). Either the teacher/assistant will take them or another child depending on the situation.

Prep School

Pupils asking to go to the nurse should be accompanied by another pupil and must be given a *Nurse Pass*. The accompanying pupil should come back immediately.

Senior School

Pupils in the Senior School should ask the permission of their class teacher to go to the infirmary. When they leave the infirmary a nurse will give them a slip which gives the arrival and departure time.

First aid kits

First aid kits are located at various points around the school. If used the nurses in the infirmary should be informed so that they can be resupplied. The infirmary will carry out checks of first aid boxes and will replenish them as required. Full medical supplies are available in the Infirmary. First aid kits should also be collected from the Infirmary for organised trips or sporting events.

First aid kits (13) are currently located at:

- Each school secretary has a first aid kit (3)
- PA to the leadership group
- Senior science laboratories (including eye wash stations) (5)
- Prep Science laboratory
- Guards' hut
- Camera control room
- Main kitchen and Pre-Prep kitchen
- Sports centre (2)

There are also first aid kits that are taken on school trips as well.

Post-accident/Illness arrangements

Service Desk is to be informed immediately in the event of any spillage of body fluids. They are to ensure that the area is thoroughly cleaned and disinfected, taking care to ensure that they are properly protected at all times.

Medical records

When a child is admitted to the school the parents are asked to complete an *Emergency Medical Information Form* (see Annexe 1). This information is added into SchoolBase by the staff in the infirmary. Thereafter at the start of each term parents will be given a printout of the medical information and the emergency contact details for their children.

A medical record will be kept within SchoolBase of all treatments given to the children and a separate paper record is kept for all other staff not held in SchoolBase.

Infirmiry reports and accident reports

When pupils are sent home because of an illness or accident the nurses will complete an Infirmiry Report (*Relatório Atendimento*). The original will be given to the parents and a carbon copy is kept in the Infirmiry. This document and the copy should also be stamped. The nurses in the first instance will contact the parents using the mobile phone 99769-0196. Parents are advised to store this number in their phone so as to recognise it when it calls. Once permission has been obtained for the child to leave school the Nurses are also required to complete a School Exit Slip.

In the event of a serious accident then the Health and Safety Officer will be notified and she will ask for a full written report to be made by any staff member involved or who witnesses the incident. These are then discussed by the members of CIPA¹ (*Comissão Interna de Prevenção de Acidentes* – Internal Committee for the Prevention of Accidents). Copies of the report, including recommendations by CIPA, are given to the Deputy Headmaster.

Arrangements for pupils with particular medical conditions

The school nurses hold medical records for all staff and pupils with particular medical conditions. Staff taking pupils on trips must obtain a list of those pupils on the trip with particular medical conditions. If necessary the school nurses will supply any specific training and specific supplies to be taken as required. In school, the nurse should be summoned or the individual taken to the infirmary as a matter of course if they suffer an attack of their particular condition.

ST. PAUL'S SCHOOL		
RELATÓRIO ATENDIMENTO		
INFIRMARY REPORT		
Nome do aluno <i>Name of child</i>		Classe <i>Class</i>
Data <i>Date</i>	Horário de atendimento <i>Time admitted to infirmary</i>	Horário saída enfermaria <i>Time of leaving infirmary</i>
Razão do atendimento <i>Reason for being admitted to the infirmary</i>		
Tratamento ministrado <i>Treatment given</i>		
Acompanhado por <i>Collected by</i>		
Responsável pelo atendimento <i>Person who administered treatment</i>		

nurses@stpauls.br (011) 3087-3399 ext. 427
Hours 0700 - 2130

¹ CIPA is a committee, required by Brazilian Law, which consists of four employees working in the School and are elected annually by the employees. The size of the committee is calculated based on the number of employees on the site. They meet monthly to discuss, accidents that have occurred, the prevention of accidents and diseases and to also promote health and safety within the school.

Epi pens

Epi pens are only allowed to be used if they have been prescribed by a doctor with an explanation of why they need one and an explanation of where it is normally kept. In most cases pupils will carry their own pen in their school bag or in a special bag strapped to their body (eg a *bum bag*).

Parents are responsible for providing their child with an Epi pen in school if they consider it necessary. They are also responsible for:

- informing the school that their child has an Epi pen
- why they need one (i.e. if the pupil is allergic to wasp stings/ shell fish/ nuts)
- where the child normally keeps it
- replacing the pen after the expiry date.

It is essential that staff taking pupils out on a school trip check that the pupil has his/her Epi pen.

In the event of an allergic reaction

Pupils must administer their own injection wherever possible. Parents must be informed if their child has needed to use their pen. If one of the parents/carers cannot attend school within a short space of time an ambulance should be called as a precaution. In an emergency situation where a pupil cannot physically give themselves an Epi pen injection, members of staff must personally decide whether to give the injection for the pupil. If they do not wish to do so they must quickly find another member of staff who will give the injection.

Storage of Epi pens

If the pupil is prescribed spare Epi pens they are stored in the Infirmary and are easily accessible. There is a list of pupils' names and the expiry date of their Epi pens by the spare Epi pens' shelf. Epi pens are prescribed solely for the use of the named individual and should not be used by or for any other pupil. The shelf life of an Epi pen is short and the individual may only be prescribed two pens (one that is carried by the pupil and the other kept at home). Some pupils may be prescribed an Epi pen for a suspected severe allergy and do not bring their pens into school. The decision whether to carry an Epi pen or not is on the parents/carers.

School events

For certain open events, which attract a large number of visitors, such as School Festival, International Day, PTA Sports Events (Biathlon, etc) the Health and Safety Officer will arrange for an ambulance to be present on the school site.

British Schools Overseas (BSO) Standards

This policy has been written to meet the requirement of Part 3 of the UK Government's BSO standards regarding the regarding health and safety (3.5).

Policy review

This policy is to be reviewed, at least, annually by the Compliance Committee and leadership of the school and presented to the Board of Governors for final consideration and approval.

Signed:

Graham Nye, Chairman

Louise Simpson, Head

M:\2015\Policies\First Aid Policy.docx

FUNDAÇÃO ANGLO BRASILEIRA DE EDUCAÇÃO E CULTURA DE SÃO PAULO

ESCOLA BRITÂNICA DE SÃO PAULO

Rua Juquiá, 166 - Jardim Paulistano - CEP 01440-903 - São Paulo - SP - Brasil
Tel.: (5511) 3087-3399 - Fax: (5511) 3087-3398 E-mail: head@stpauls.br

EMERGENCY MEDICAL INFORMATION

FULL NAME OF CHILD: _____ **DATE OF BIRTH** ____/____/____

Year Group (please tick): PP1__, PP2__, PP3__, P1__, P2__, P3__, P4__, P5__, F1__, F2__, F3__, F4__, F5__, L6__ or U6__.

FULL NAMES OF PARENTS / GUARDIAN

1. _____ Work Phone: _____ Home Phone: _____ Mobile Phone: _____

2. _____ Work Phone: _____ Home Phone: _____ Mobile Phone: _____

CHILD'S DOCTOR

OFFICE PHONE

PLEASE SPECIFY IF APPLICABLE

Dietary Restrictions:

DENTIST

OFFICE PHONE

Medications:

EYE DOCTOR

OFFICE PHONE

ADULT TO BE CONTACTED IN AN EMERGENCY IF PARENT CANNOT BE REACHED

Allergies:

1. Name & Relationship _____ Day time phone: _____

2. Name & Relationship _____ Day time phone: _____

MEDICAL INSURANCE

Asthma:

Insurance Company Name and Insurance Number: _____

In case of medical emergency at any time whilst my child is a pupil at St. Paul's School, I understand every effort will be made to contact me. In the event that I cannot be reached, I give permission to the physician selected by the School to send my child as named on this medical form to hospital to secure proper treatment. I agree to release the School and physician from any liability arising from such treatment.

Parent /Guardian signature _____

NON PRESCRIPTION RELEASE FORM

Please list any medication your child currently takes:

Medication: _____

Dose: _____

Frequency: _____

In case of serious accident or emergency your child will be taken to **HOSPITAL SAMARITANO** unless otherwise stated below:

I, _____, wish my child to go to _____ Hospital.

I hereby give permission to the School Nurse to administer to _____ (child's name) non-prescription medication (e.g. Tylenol, Dipirona, Alivium) in the event of low fever.

Parent / Guardian signature _____ Date ____/____/____

The information on this form is entered into our school database (called SchoolBase online). Parents are given an access code and password to check this medical information online. It is the responsibility of parents to keep this information up-to-date.

U:\Dreputy Headmaster\Health And Safety\Infirmery\Emergency Medical Form.Doc