

<p style="text-align: center;"><b>The British International School Istanbul</b> <b>First Aid Policy</b></p>
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### **Aims**

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- To encourage every student and adult to take responsibility for his or her health needs.

### **First Aid Provision**

- The Board of Governors and Directors are responsible for ensuring that there is an adequate number of qualified Nurses and First Aiders.
- The designated first aider for the City Campus is Mevne Beyleryan. The designated first aider for the Zekeriyaköy Campus is Yasemin Eryüksel. Both are qualified nurses. Training is provided every three years, or more often, as necessary.
- Portable First Aid kits are taken on educational visits and are available from the Nurse's room.
- The Nurses will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen. Designated staff will also have a Paediatric First Aid Certificate.
- All staff will ensure that they have read the school's First Aid Policy.
- First Aid Boxes are located in the Nurse's room. First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing/bandage and gloves. No medicine/tablets are to be kept in the first aid boxes.
- A Medical Update Report form is sent out annually from the Nurse's Room.

### **Procedures**

#### In school:

- In the event of injury or medical emergency, if possible contact the Nurse or appointed First Aider.
- Any student complaining of illness or who has been injured is sent to the Nurse's room for the Nurse or qualified First Aider to inspect and, where appropriate, treat. Constant supervision will be provided. Parents should be contacted as soon as possible so that the student can be collected and taken home.
- Parents are contacted if there are any doubts over the health or welfare of a student.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE. THE NUMBER IS LOCATED IN THE NURSE'S ROOM AND WITH THE SCHOOL SECRETARIES.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to Directors or Nurse/First Aider who should call an ambulance and the student's parents as soon as possible. Contact numbers are available from the school secretaries.
- In the event of a serious incident an ambulance is called and the Nurse accompanies the student to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a student to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a student, they should contact the Nurse immediately. If an injury has been sustained, the student should not be moved.

#### Out of School:

- Whenever possible take a MOBILE TELEPHONE on trips out of school. Teachers to check that students who have asthma take their inhalers. If the trip is via bus, teachers must take a first aid kit.

#### Educational Visits:

- The Directors have responsibility for ensuring staff have adhered to the school's 'Educational Visits Policy' when organising a visit. All staff should have a copy.
- A Risk Assessment will need to be carried out as part of an educational trip. Particular attention needs to be paid to Outdoor Educational Visits, Hazardous Activities and Class Visits.

### **Action at an Emergency** (To be undertaken by the Nurse or a trained First Aider)

- Assess the situation: Are there dangers to the Nurse/First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond?
- IF THERE IS NO RESPONSE:
  - Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
  - Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.
  - Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

### **Incident Reporting**

- All incidents, injuries, head injuries, ailments and treatment are reported in an Incident Report Form, kept in the Nurse's room. A copy is kept by the Directors.
- The Nurse/First Aider fills out a slip informing the parents about the injury and the treatment that was administered.
- Nurses/First Aiders contacts parents by phone if they have concerns about the injury. This is usually the case for a head injury or more serious skin abrasion.
- Staff should also complete an Incident Report Form if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.
- Any incidences of dangerous diseases/occurrences will be immediately reported to the relevant Turkish authorities via the School's Turkish Principal (Zekeriyaköy Campus)/Deputy Principal (City Campus).

### **Administration of Medicines**

- Our Nurses/First Aiders administer medicines (stored in the Nurse's room) for cases of epilepsy and anaphylaxis only. A record will kept of any medicine administered under these circumstances, and parents will be informed. Before any of these medications are given, written permission from parents must be given.
- Other prescribed medicines are not stored or administered by the school. If any medications (such as, asthma inhalers) are brought into the school it is a parent's responsibility to ensure that they inform the school, and that they understand that their child will take responsibility for it. If there are any doubts about a student's ability to take responsibility for their own medication then a parent should be advised to maintain that responsibility and make arrangements to administer the medication themselves.

### **Body Spillages/HIV**

- No person must treat a Student who is bleeding, without protective gloves.
- Protective gloves are stored in the Nurse's room.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillage's (Vomit, diarrhoea and blood) must be cleaned immediately. This is vital if spread of infections to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. Protective gloves (located in the Nurse's room) are suitable for dealing with spillage's. Following use, gloves must be disposed of.
- Sand or absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush is available for body spillages and is kept in the Nurse's room. Wash the affected area with warm water and detergent and dry. Single use latex gloves should be available for first aid and hygiene care procedures (these are available in the Nurse's Room). Once spillage's has been put into newspaper, hands must be washed and dried after removal after removal of protective gloves.
- Once spillage's has been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

### **Head Lice**

- A general letter is sent to the parents of all students in a class if there is a case of head lice in the class.
- If live lice are noticed in a student's hair the parents are contacted by telephone and asked to collect him/her from class.