

British Overseas School Policy: First Aid



A. Introduction

The British Overseas School is committed to maintaining a safe, healthy, and supportive environment for all members of its community. We recognise our responsibility to ensure that illness, injury, or medical emergencies are responded to promptly and effectively. In line with our existing Medical Provision Policy, the school maintains a fully equipped Sick Bay staffed by qualified nurses. Basic first aid provision is supported by classroom teachers, administrative staff, and campus-wide trained personnel. All BOS staff are required to be trained in First Aid, CPR, and Fire Safety, and are expected to respond appropriately in emergencies. Every student, staff member, parent, and visitor has the right to feel safe, valued, and supported on campus, and first aid readiness forms a key part of this commitment.

B. Purpose of the Policy

The purpose of this First Aid Policy is to:

- Ensure timely, safe, and appropriate first aid is provided to anyone experiencing illness or injury.
- Define clear responsibilities for staff, first aiders, and the School Nurse.
- Provide procedures for managing accidents, emergencies, and medical needs.
- Maintain compliance with the school's safeguarding, pastoral care, and health & safety standards.
- Ensure accurate reporting, documentation, and follow-up of all medical incidents.
- Establish clear channels of communication with parents and guardians regarding health-related concerns.

C. Scope

This policy applies to:

- All students enrolled at BOS
- All staff members
- Parents, guardians, and visitors on campus
- Contractors and external service providers
- All school-led activities, including trips, events, sports fixtures, and after-school programmes

The policy covers first aid administration, emergency response, record keeping, medical care, medication procedures, and health-related communication.

D. Definitions

- First Aid: Immediate care provided to an injured or ill person until more advanced care is available.
- Qualified First Aider: A staff member who has completed certified training in First Aid and CPR.
- School Nurse: A licensed nurse responsible for providing clinical assessment, nursing care, and emergency response as outlined in the Medical Provision Policy.
- Medical Emergency: A serious or life-threatening situation requiring rapid medical intervention or ambulance transfer.
- Sick Bay: The designated medical area staffed by qualified nurses, responsible for providing first aid, managing medical needs, and maintaining student health records.

E. Responsibilities

1. The School

The British Overseas School will:

- Ensure the presence of qualified School Nurses during school hours and at major school events.
- Maintain a Sick Bay to provide primary medical support, in line with the medical policy.
- Ensure all staff members receive mandatory training in:
 - First Aid
 - CPR
 - Fire Safety
- Maintain an up-to-date register of trained first aiders.
- Provide sufficient first aid equipment and ensure regular inspections.
- Provide training opportunities and refresher courses annually.
- Ensure medical information is collected, recorded, and stored confidentially.
- Ensure procedures for reporting and responding to accidents are clearly communicated.

2. School Nurses

The School Nurses are responsible for:

- Providing first aid and emergency care to students, staff, and visitors.
- Conducting clinical assessments to detect early signs of health issues.
- Administering nursing care as per identified needs.
- Maintaining accurate medical and incident records.
- Perform head checks in case of lice infestation, annually.
- Managing student medical histories, immunisation records, allergies, and ongoing medical conditions.
- Ensuring parents have authorised the administration of any emergency treatment before hospital transfer.
- Supporting staff-led events or field trips when nursing care may be required.

3. Qualified First Aiders

First aiders will:

- Provide immediate first aid when needed.
- Assist in emergencies when the nurse is unavailable or when time is critical (as stated in the Medical Policy).
- Report incidents promptly to the Nurse and complete required documentation.
- Remain calm, reassuring, and professional during incidents.

4. All Staff

All staff members must:

- Undertake required First Aid, CPR, and Fire Safety training.
- Supervise students responsibly and report concerns promptly.
- Follow established medical and emergency procedures.
- Ensure students proceed to Sick Bay rather than administering treatment independently.

F. First Aid Procedures

1. Responding to Illness or Injury

- Assess the situation for safety.
- Call the School Nurse immediately.
- If the Nurse is unreachable, contact a qualified first aider.

- Do not move the injured person unless necessary.
- Contact emergency services when required.
- Provide reassurance and maintain supervision until help arrives.

2. Parental Notification

Parents/ guardians will be contacted:

- Immediately for serious injuries such as head trauma, fractures, seizures, respiratory distress, or allergic reactions.
- At the end of the day for minor injuries.
- Immediately if emergency hospital care is required.

3. Medication

As stated in the Medical Provision Policy:

- Medication will not be administered without written permission and a doctor's prescription.
- All medications must be submitted to the Nurse in original labelled containers.
- Students may only receive medication under direct supervision of the Nurse.
- Teachers must not store or administer medications.

4. Emergency Services Protocol

Emergency services will be contacted if:

- A student or adult is unconscious, not breathing, or experiencing difficulty breathing
- There is significant bleeding
- There is a suspected fracture or head injury
- A severe allergic reaction occurs
- A seizure does not subside within the expected timeframe
- A designated staff member will accompany the student to the hospital until a guardian arrives.

5. Sickbay Procedure

- The school nurse must remain on site at all times, unless there is a major emergency that requires medical assistance on the way to the hospital.
- No student should report to the nurse without the permission of a teacher.
- Medical records for all students on roll should be accessible and filed in the sickbay.
- A list of students with major allergies and medical conditions should be posted in the medical room and the staff room and all classrooms. Class teachers also need to be informed.

- Any student receiving medical attention or treatment must take a medical record slip home explaining the accident and medical treatment received. This must be given to the class teacher so that it can be sent home in the student's communication book.
- If a student sustains a bump to the head, a 'bump to the head' letter must be sent home.
- Before administering oral medication, the student's medical records must be referred to, and parental consent must be given.
- If a student needs to leave the site for medical treatment the Principal, Key Stage Manager and the parents must be informed prior to leaving. A member of the teaching staff should also accompany the student.

G. First Aid Equipment

The school will ensure that:

- First aid kits are available in strategic locations: Sick Bay, offices, playgrounds, labs, reception, and sports facilities.
- First aid kits accompany all school trips and events.
- Kits are inspected and replenished regularly.

H. Medical Records

As per the Medical Provision Policy:

- Parents must disclose immunisation history, allergies, and ongoing medical conditions upon admission.
- Sick Bay maintains a secure record of medical information.
- Records help identify students at risk of allergies or chronic conditions, and lists may be displayed in relevant classrooms.
- All information is confidential and will not be shared without written parental consent.

I. Reporting and Documentation

All injuries, illnesses, and first aid incidents must be recorded in the First Aid Incident Log, including:

- Date, time, and location
- Name of the student or individual
- Nature of injury or complaint
- Treatment provided
- Name of first aider or Nurse
- Recommended follow-up

All incidents must be reported to senior leadership and safeguarding leads.

J. School Trips and Events

- Each school trip must include at least one trained first aider.
- A mobile first aid kit must accompany all trips.
- Trip leaders must review medical needs and complete risk assessments.
- Nurses may accompany events where medical risk is higher.
- Based on risk assessment, trips may be accompanied by an ambulance.
- Based on risk assessment, an ambulance may be present at school during some school events.

K. Training and Communication

- All staff complete first aid, CPR, and fire safety training as part of induction.
- Annual refresher training is mandatory.
- Emergency procedures are communicated regularly.
- Students are encouraged to develop awareness of basic safety and wellbeing practices.

L. Review of Policy

This policy will be reviewed annually to ensure alignment with best practices and any updates in medical or safety guidelines.

Reviewed: September 2025

Next review: September 2026