



WORKING TOGETHER FOR THE SUCCESS OF ALL

Injury Policy

Introduction

Ministry of Defence schools (MoD schools) is responsible for ensuring that there is adequate First Aid provision for its employees and pupils at BFS Naples. MoD schools ensure that employees are aware of the First Aid provisions made for them and all staff have the responsibility to take reasonable care of themselves and others.

It is important to note that our aim is always to prevent injuries from happening. However even with the best of precautions accidents and injuries can and do happen.

First Aid is defined as

- Treatment given to a person for the purpose of preserving life and minimising the consequences of injury and illness until skilled help is obtained from a medical practitioner or nurse; (referred to as 'emergency first aid')
- Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse

General Procedures

- Basic first aid boxes and Injury Record Forms are kept in each classroom, with larger first aid boxes used for each playground and the hall. A more comprehensive first aid kit is kept in the school office. Class First aid pouches are also available for class trips/visits. First aid boxes must be clearly marked and may only contain agreed items. (*Equipment Appendix 2*)
- First aid kits must be kept fully stocked from the supply in the stationary cupboard.
- A record must be kept of any first aid administered. Injury Record Forms (*Injury Record Appendix 3*) are kept with all first aid kits and must be handed in to the office. These records will be kept in the school Injury log File (*Injury log Form Appendix 4*)
- In any situation where the skin has been broken rubber gloves should be worn before administering first aid to prevent the spread of infection.
- Only hypoallergenic plasters may be used, these may be applied to cuts, etc. to stop bleeding. Use of plasters should be recorded on the Injury Record Form.
- If resuscitation is necessary a resuscitation mask should be worn; these are found in all first aid kits.
- The Education (School Premises) Regulations require every school to have suitable accommodation that can be used for medical treatment when required and for the short term care of pupils during school hours. At BFS the designated medical treatment area is located in the main Office with access to the phone, and adjacent WC.
- Paracetamol and other pain killing drugs must **not** be given by staff.
- Unless in an emergency where delay would be harmful, staff are not to advise parents to attend USNH Naples without prior discussion with the British Clinic.

Injuries to children

The first member of staff who is witness to or is alerted to an injury makes an initial assessment as to whether or not treatment is required. ALL INJURIES TO ANY PART OF THE HEAD (INCLUDING FACE, EARS, BACK OF HEAD ETC. MUST BE TREATED BY A FIRST AIDER.

Minor injury (e.g. grazed knee, elbow or hand etc.)

1. The first member of staff to witness / or who is alerted to an injury should complete the Injury Record Form. Injury Record Forms are kept with each First Aid Kit.
2. The injured child should be sent to the School Office accompanied either by an adult or if appropriate another child with the completed Injury Record Form. Ensuring that classroom / playground supervision is not compromised.
3. A designated First Aider in the School Office will read the information on the Injury Record Form, assess the injury and treat as required
4. Where treatment is given, the Designated First Aider will record this on the Injury Record Form, complete the appropriate parent notification letter (*Parent notification letters appendix 5a and 5b*) where the minor injury requires further monitoring, inform the class teacher ensuring that the class teacher has the parent notification letter for the child to take home that day.
5. In the case of a head injury (eg a bump to the head), the child will also be given a head injury sticker (*Head injury sticker Appendix 6*) 'I have hurt my head today' with date to alert staff to monitor child for signs of concussion
6. Parents will be informed on the same day where the minor injury requires further monitoring. Office Staff will make at least 3 attempts to contact parents by phone / in person. The completed parent notification letter will also go home that day. Staff will not advise parents to attend USNH Naples without prior discussion with the British Clinic.
7. Where the injury is as a result of an incident IAW the School Behaviour Policy the procedure for Serious Incidents should be followed by the first member of staff to witness / is alerted to the injury in an accurate and timely manner.
8. Office Staff will up-date the School Injury log located in the School Office and file the Injury Record Form and notify MoD schools HQ as necessary.

Serious injury (non life threatening e.g suspected fractured arm, falling from height etc.)

1. A designated first aider should be summoned to the scene of the injury
2. All other children will be moved to another area as necessary to ensure they are safe and supervised
3. The designated first aider will administer treatment as appropriate (eg to stem the flow of blood) and assess whether medical advice needs to be immediately sought from British Clinic / the parent/s of the injured child should be informed of the injury immediately. If there is any doubt about the nature or severity of an injury, the advice of the British Clinic and parents should be sought as to the course of action to be taken. **Staff are not to advise parents to attend USNH Naples without prior discussion with the British Clinic, unless in an emergency where delay would be harmful.**
4. The Headteacher (or Assistant Headteacher in the absence of the Headteacher) should be informed of any serious injury immediately
5. Then all the steps 4 – 8 from Minor Injury will be followed as appropriate

Emergency (A life threatening injury that requires immediate medical attention)

1. A designated first aider should be summoned to the scene of the injury to carry out emergency first aid.
2. An ambulance should be summoned (call 118) and the parents informed. In these circumstances the designated first aider or other member of staff (ideally an Italian speaker) must accompany anyone under the age of 18 in the ambulance unless a parent of the injured child travels in the ambulance with the child.
3. Contact the British Clinic to advise them of the emergency, and any known information re destination hospital / any requirement for an Italian speaker etc.
4. The Headteacher (or Assistant Headteacher in the absence of the Headteacher) should be informed of any serious injury immediately
5. All other children will be moved to another area as necessary to ensure they are safe and supervised
6. Then all the steps 4 – 8 from Minor Injury will be followed as appropriate

Injuries to Staff Member, Volunteers or Visitors

In the event of an injury occurring to a staff member, volunteer or visitor while at school the following procedures will be followed:

The first member of staff who is witness to / who is alerted to an injury makes an initial assessment as to whether or not treatment is required. ALL INJURIES TO ANY PART OF THE HEAD (INCLUDING FACE, EARS, BACK OF HEAD ETC. MUST BE TREATED BY A FIRST AIDER.

Minor Injury

1. The adult with the minor injury is accompanied to / sent to the School Office as appropriate
2. The adult with the minor injury agrees the relevant first aid treatment with the designated first aid trained member of staff in the School Office and either the injured adult self-administers this or allows the designated first aider to administer appropriate first aid.
3. An Injury Record Form is completed by the designated first aid trained member of staff in the School Office.

Serious injury

1. A designated first aider should either be summoned to the scene of the injury, or the person involved in the injury is taken to the School Office.
2. Children in the proximity will be moved to another area as necessary to ensure they are safe and supervised
3. A designated first aider will need to assess whether medical advice is immediately sought from British Clinic and administer treatment as appropriate. **Staff are not to advise injured adults to attend USNH Naples without prior discussion with the British Clinic, unless in an emergency where delay would be harmful**
4. An Injury Record Form is completed by the designated first aid trained member of staff in the School Office.
5. Office Staff will up-date the School Injury log located in the School Office and file the Injury Record Form and notify MoD schools HQ as necessary.
6. The Headteacher (or Assistant Headteacher in the absence of the Headteacher) should be informed of any serious injury immediately

Emergency (A life threatening injury that requires immediate medical attention)

1. A designated first aider should be summoned to the scene of the injury to carry out emergency first aid.
2. An ambulance (call 118) should be summoned and any known next of kin should be contacted immediately.
3. The designated first aider or other member of staff (ideally an Italian speaker) must accompany the injured person in the ambulance unless the next of kin travels in the ambulance with the injured person.
4. Contact the British Clinic to advise them of the emergency, and any known information re destination hospital / any requirement for an Italian speaker etc.
5. The Headteacher (or Assistant Headteacher in the absence of the Headteacher) should be informed of any serious injury immediately

Following a Serious / Emergency injury to an adult or child the Headteacher will consider whether the injury highlights any actual or potential weaknesses in the policies, procedures, environment, resources etc. Appropriate adjustments will be made where necessary.

The Injury Procedure is summarised at Appendix 1 to be placed on strategic notice boards in the Staff Room, School Office, Classrooms and FS Setting.

Reporting an Injury after the event

There may be occasions where an injury is reported to a member of staff by a child and / or parent after the event e.g. that one child was hurt when struck by another child in the playground. Such injuries should be taken seriously and the member of staff should follow the Injury Procedure outlined in this policy in an accurate and timely manner as soon after the alleged injury is reported.

Training

The majority of Staff are trained in basic first aid and are able and responsible for administering basic first aid should the need arise. Key staff are also trained in paediatric first aid. A full list of Designated first Aiders/First Responders is displayed in the school Reception, Staff room and Office.

Injuries whilst on Class Visits

The teacher in charge of any school trip must consider the safety of the children above all else and assess the risk as part of the Risk Assessment prior to the visit IAW the MoD schools Policy, Procedures and Guidance for Outdoor Education and School Off-site Visits

Class visits broadly fall into two categories:

- Day visits
- Residential visits

Day Visits

The same procedures, in terms of administering first aid, should be followed as they would be if the injury had occurred in school. The teacher in charge should of course take advantage of any first aid expertise and/or facilities available at the visit site as appropriate. If a serious injury occurs the teacher in charge must make an assessment at the time, taking appropriate advice from others, as to the course of action. If an ambulance is summoned the school should be informed at the earliest possible opportunity so that parents can be told. (See MoD schools Policy, Procedures and Guidance for Outdoor Education and School Off-site Visits)

Residential Visits

A medical form should be completed by parents before any residential trip takes place informing the school of any medical condition that a child may suffer from. The form should also give the teacher in charge discretion to administer medicine should it become necessary during the trip (See MoD schools Policy, Procedures and Guidance for Outdoor Education and School Off-site Visits)

Care of equipment

The contents of first aid kits must be checked at least monthly to ensure the contents are available and in date. To aid this procedure there is a checklist inside every first aid box and a check box for signing on the outside of the case. (Appendix 7)

Class First Aid Kits – checked by class LSA

Office, Specialist teaching rooms and hall – checked by Office Staff

Review and Monitoring

This revised draft policy will be implemented from September 2013 with an interim review in October 2013 after which it will become policy and reviewed at least annually thereafter.

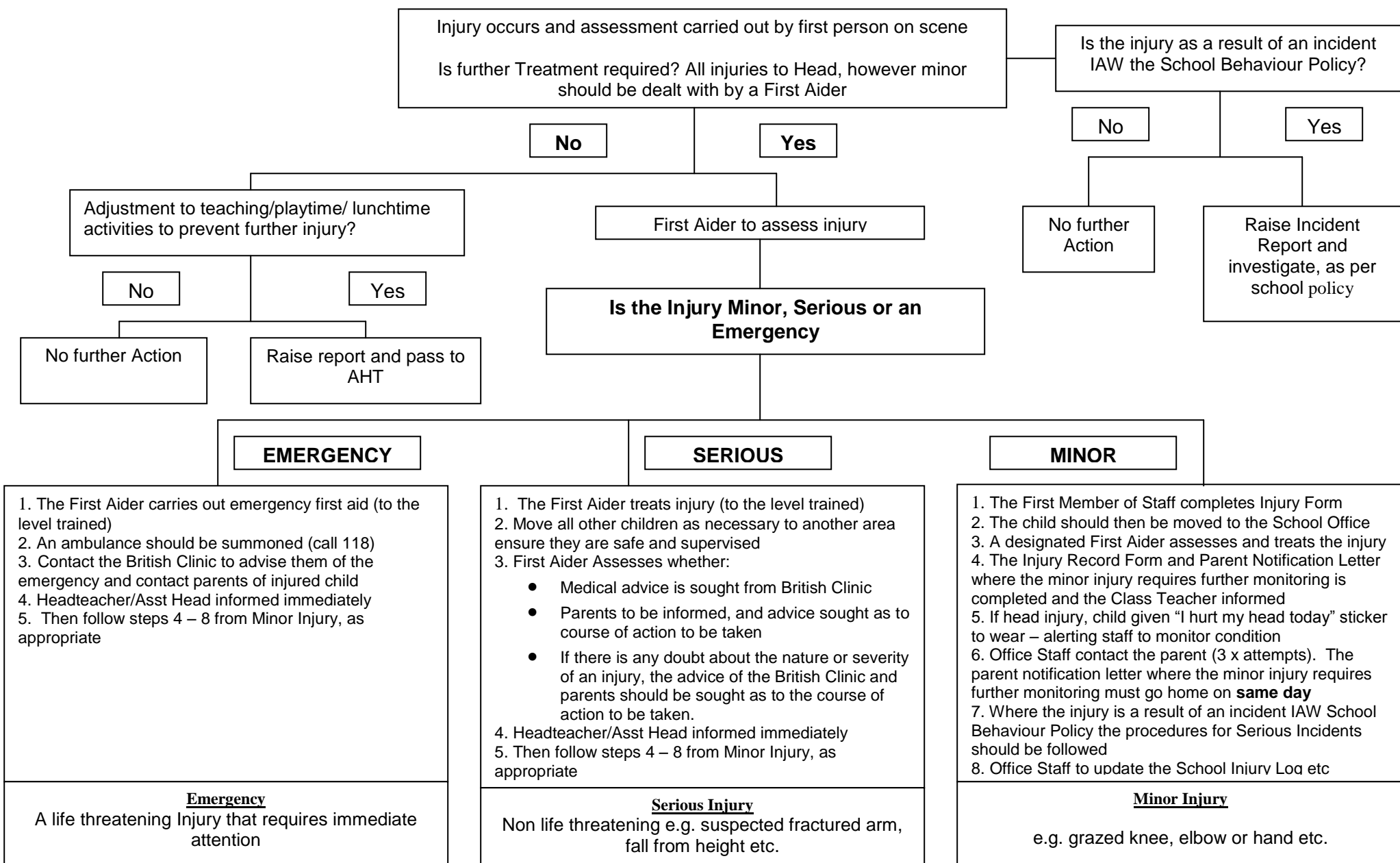
Date Draft Policy implemented: September 2013

Draft Policy Reviewed: October 2013 to become policy then annually thereafter

Last Review: September 2018

Ratified by SGC Autumn Term meeting 2015

Appendix 1 – Injury Procedure summary for strategic notice boards



Note: In all cases, unless in an emergency where delay would be harmful, staff are not to advise parents to attend USNH Naples without prior discussion with the British Clinic

Appendix 2 – Equipment

The minimal contents of BFS Naples First Aid Kits should be as follows:

1. A leaflet giving general advice on First Aid.
2. Sterile low adhesive dressings in assorted sizes. (5cm x 5cm & 7.5cm x 7.5cm)
3. Assortment of plasters
4. Microporous Adhesive tape
5. Two sterile eye pads with attachments.
6. Two individually wrapped triangular bandages.
7. Two medium sized (12cm x 12cm approx.) individually wrapped sterile unmedicated wound dressings.
8. Two large sized (18 cm x 18 cm approx). individually wrapped sterile unmedicated wound dressings.
9. Saline water or sterile normal saline solution (when no mains water is at hand)
10. Disposable gloves (Latex Free).
11. Air Flo

Location of First Aid Kits

First Aid Kits are positioned in the following locations:

1. School Office
2. Foundation Kitchen
3. Food Tech Room

BFS Injury Record

Name of injured Child / Adult	
Date of injury	
Time of injury	
Where did injury occur? (location)	
Name of initial staff member who dealt with injury	Name: Signature Date:
Description/ what happened	
Details of injury	
Witnessed by	
Serious Incident report completed IAW Behaviour policy	yes / no
Treatment given	
Designated First Aider	Name: Signature Date:
Parents contacted/response	
Class teacher informed of injury	Name: Signature Date:

Completed Forms are to be handed to the Office to file in the School Injury Log as soon as possible after the injury

Appendix 4 – Injury log

SERIAL NO	DATE	NAME	INJURY/ OCCURENCE	TREATMENT	FURTHER TREATMENT? EG MED CENTRE	PARENT INFORMED	SIGNATURE OF FIRST AIDER

Appendix 5a – Parent notification Head injury letter



BRITISH FORCES SCHOOL NAPLES
AJFC HQ NAPLES, BFPO 8
Tel: (0039) 081 839 55 111
Fax: (0039) 081 839 55 118
Email: Naples.school@modschoools.org
HEADTEACHER: Mrs R Robinson

Date:

Time:

Dear Parents

Your child unfortunately received the following head injury today:

.....

Basic first aid was administered to your child as discussed with you by phone / in person:

.....

The initial assessment concluded that the injury did not prevent your child staying at school. Your child was given a 'I have hurt my head' sticker to ensure that wider staff were alerted to this injury and continued to monitor for signs of concussion.

Please look out for signs of concussion. The symptoms of concussion may include:

- Headaches,
- Dizziness
- Nausea
- Vision disturbance
- Poor balance
- Confusion
- Memory loss or difficulty remembering things
- Poor concentration
- Tiredness

If you have any concerns regarding your child's condition, please contact the British Clinic. Unless an emergency where delay would be harmful, parents are advised not to attend USNH Naples without prior discussion with the British Clinic. Please advise the School Business Manager as soon as possible if further medical assistance is sought as this injury has to be reported to MOD Schools HQ.

Yours sincerely

BFS Naples

Phone call to parent	Made by:
Time	successful / unsuccessful
Time	successful / unsuccessful
Time	successful / unsuccessful

Appendix 5b Parent notification other injury receiving First Aid letter



BRITISH FORCES SCHOOL NAPLES
AJFC HQ NAPLES, BFPO 8
Tel: (0039) 081 839 55 111
Fax: (0039) 081 839 55 118
Email: Naples.school@modschoools.org
HEADTEACHER: Mrs H Jones B.A.(Hons), M.A.

Date:

Time:

Dear Parents

Your child unfortunately received the following injury today:

.....

Basic first aid was administered to your child as discussed with you by phone / in person:

.....

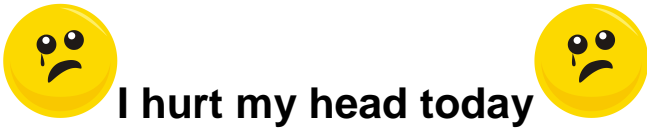
The initial assessment concluded that the injury did not prevent your child staying at school. If your child should complain of any discomfort or pain and/or you have any concerns regarding your child's condition, please contact the British Clinic. Unless an emergency where delay would be harmful, parents are advised not to attend USNH Naples without prior discussion with the British Clinic.

Please advise the School Business Manager as soon as possible if further medical assistance is sought as this will be reported to MoD schools HQ.

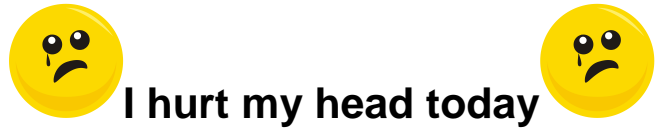
Yours sincerely

BFS Naples

Phone call to parent	Made by:
Time	successful / unsuccessful
Time	successful / unsuccessful
Time	successful / unsuccessful



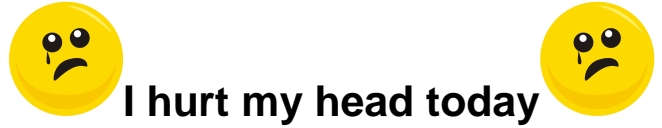
Date:



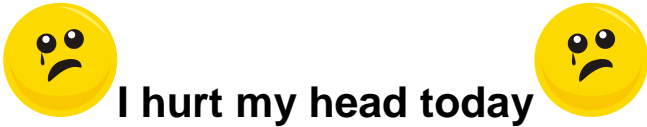
Date:



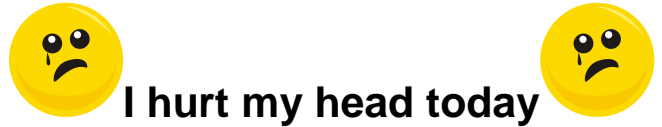
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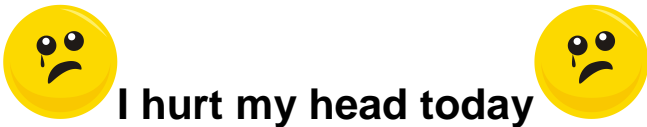
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Date:

Appendix 7a Check list for First Aid Kits

BFS NAPLES – MONTHLY INSPECTIONS OF FIRST AID BOXES

FIRST AID BOX NUMBER: _____ **TYPE:** _____

LOCATION: _____

Initial Fill Date: _____

1. All First Aid Boxes are to be inspected monthly to ensure that:
 1. Location is correct as per the building plan.
 2. The contents have been checked and replenished, as per the attached list:
 - A leaflet giving general advice on First Aid.
 - Sterile low adhesive dressings in assorted sizes. (5cm x 5cm & 7.5cm x 7.5cm)
 - Assortment of plasters
 - Microporous Adhesive tape
 - Two sterile eye pads with attachments.
 - Two individually wrapped triangular bandages.
 - Two medium sized (12cm x 12cm approx.) individually wrapped sterile unmedicated wound dressings.
 - Two large sized (18 cm x 18 cm approx). individually wrapped sterile unmedicated wound dressings.
 - Saline water or sterile normal saline solution (when no mains water is at hand)
 - Disposable gloves (Latex Free).
 - Air Flo
2. The table below should be completed for each First Aid Box and should be reported to the School Office

Date Inspected	Inspected By (name)	Signature	Comments (Contents Replenished)
(a)	(b)	(c)	(d)
Sept			
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
April			
May			
June			
July			

Appendix 7b – First Aid check stickers for First Aid boxes

First Aid Box	
Check Due:	
Checked by:	
Date:	

First Aid Box	
Check Due:	
Checked by:	
Date:	

First Aid Box	
Check Due:	
Checked by:	
Date:	

First Aid Box	
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