



British Forces School Naples

First Aid and Injuries Policy

March 2023

Date for Review: April 2024

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Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

Appointed person(s) and first aiders

British Forces School Naples ensures that as many members of staff are qualified in First Aid as possible to ensure that all children have access to quality first aid when they need it.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary (see below)
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

All staff are responsible for taking charge when someone becomes ill. However, the class teacher is the person who works with children in their class on a day to day basis and is most likely to know the difference when a child becomes ill over a child who simply does not want to do a task etc. Therefore, the class teacher decides if it is in the best interest of the child to go home and will radio through to the office asking for a member of staff to phone

their parents. The office is then responsible for updating the fire register if a child is sent home.

The Office Staff will:

- Ensure there is an adequate supply of medical materials in first aid kits, and will replenish the contents of these kits where necessary.
- Ensure that regular checks are carried out on the First Aid boxes to ensure that the contents are in date
- Ensure that an ambulance or other professional medical help is summoned when appropriate

The local authority and governing board

MOD Schools has ultimate responsibility for health and safety matters in MOD Schools, but delegates responsibility for the strategic management of such matters to the school's governing body and the Headteacher. The governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Ensuring incidents are reported correctly and in a timely manner

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 1,2 and 3) for all incidents they attend to
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

General Procedures

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 closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider if they are not trained as a first aider. The first aider will then administer treatment as appropriate.
2. The first aider will remain with the injured child and complete the minor injury log.
3. The first aider will inform the class teacher of the minor injury, ensuring that the class teacher has the parent notification (*minor injury/bump slip – appendix 2*) for the child to take home that day.
4. In the case of a head injury (e.g. 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, a head injury letter to take home and a phone call will be made to parents and carers to alert them to the injury.
5. The completed parent notification (minor injury/bump) slip will also go home that day. Staff will not advise parents to attend USNH Naples without prior discussion with the British Forces Clinic.
6. Office Staff will monitor the minor injuries log 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 so that two members of staff are present. The first aider will assess the injury and decide if further assistance is needed from the emergency services. The first aider will also decide whether the injured person should be moved or placed in a recovery position.
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 (e.g. to stem the flow of blood) and assess whether medical advice needs to be immediately sought from British Forces 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 Forces 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. The member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. This will be handed to the class teacher for signature and the Health and Safety Administrator should be made aware of the incident and follow the reporting procedures.

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. Two members of staff should deal with the incident. The first aider will assess the injury and administer first aid as appropriate until help arrives.

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 Forces 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. The member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. This will be handed to the class teacher for signature and the Health and Safety Administrator should be made aware of the incident and follow the reporting procedures.

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.

Off-site procedures

Day Visits

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit(s)
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and 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)

First aid 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 resuscitation shield.

First aid kits are stored in:

- The Admin office
- The school hall
- The Kitchen/Photocopier room in Villa V
- In all classrooms
- In all offices

Record-keeping and reporting

First aid and accident record book

- An accident form or the minor injuries record will be completed by the member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident on an accident form, including all of the information included in the accident form at
- A copy of the accident report form will also be added to the office First Aid File
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE (MOD Schools)

Accidents and incidents likely to attract external authority or public attention require additional immediate notification procedures to be actioned.

The following injuries are classified as serious and must be reported to the Head of Establishment (HoE), HQ DCS, the Army Reporting Cell (ARC) immediately after the event:

- Any fracture, other than other than fingers, thumbs, and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body (*1 hand size equals 1 percent body area when conducting a size assessment of a burn or scald*), or damaging the eyes, respiratory system, or vital organs).
- Scalping (separation of the skin from the head) which requires hospital treatment.

- Unconsciousness caused by head injury or asphyxia.
- Severe heat illness (heat illness requiring admission to intensive care).
- Any injury which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for than 24 hours.
- Any fatality i.e. pupil, staff, contractor, public etc.
- Injury to a member of the public requiring immediate hospital treatment.
- Malfunction, failure or contamination of an item of equipment, that has or could have caused injury
- Dislocations of major joints.

It will not always be possible to know the full extent of some of the above injuries immediately and British Forces School may need to wait for medical or parent feedback. As soon as the severity of the injury is known, an update will be provided to HoE, HQ DCS (AEO and SO3 SHEF), and the ARC.

Completing the Army Form 510 Accident/Incident report is straightforward and the template can be found on the DCS SHEF SharePoint page.

Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Monitoring arrangements

This policy will be reviewed by the Health and Safety Administrator every 2 years.

At every review, the policy will be approved by the Headteacher and the Chair of the SGC

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions



BRITISH FORCES SCHOOL NAPLES

JFC NAPLES, BFPO 8

School Office Mobiles (0039) 349 007 7229

Email: Naples.office@modschools.org

HEADTEACHER: Mrs Rebecca Robinson

BE THE BEST YOU CAN BE IN ALL THAT YOU DO

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.

Yours sincerely

BFS Naples

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

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 2


Minor Injury Slip

Your child received the following minor injury today.

Name	
Date	
Incident & Treatment 	


Minor Injury Slip

Your child received the following minor injury today

Name	
Date	
Incident & Treatment 	

Minor Injury Slip

Your child received the following minor injury today.

Name	
Date	
Incident & Treatment 	

Appendix 4 – Injury Log Office

Serial No	Date	Name	Injury/Occurrence	Treatment	Further Treatment Med Centre AF 510 raised	Parent Informed and by who	Signature of First Aider

Appendix 5

Class Minor Injuries log

DATE	NAME	CLASS	INJURY /OCCURANCE	TREATMENT	TREATED BY	FURTHER TREATMENT	PARENT INFORMED	Bump slip sent home

Appendix 5



**BRITISH FORCES SCHOOL NAPLES
JFC NAPLES, BFPO 8**

School Office Mobiles (0039) 349 007 7229
Email: Naples.office@modschoools.org
HEADTEACHER: Mrs Rebecca Robinson

BE THE BEST YOU CAN BE IN ALL THAT YOU DO

Date:

Time:

Dear Parent/Carer

Your child unfortunately received the following injury today:

.....

The following first aid was administered to your child:

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 Forces Clinic. Unless an emergency or delay would be harmful, parents are advised not to attend the USNH Naples without prior discussion with the British Forces Clinic.

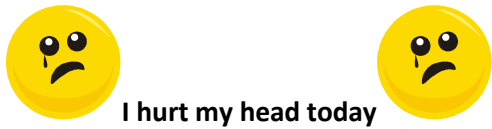
Please advise the School Office as soon as possible if further medical assistance is sought as this will be reported to the appropriate authorities.

Yours sincerely

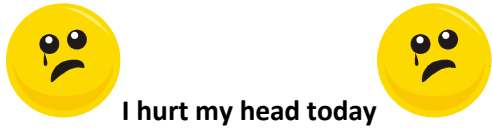
BFS Naples

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

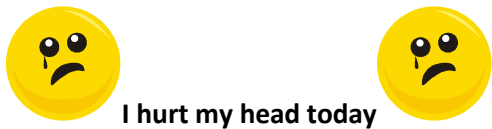
Appendix 6 – Head Injury stickers



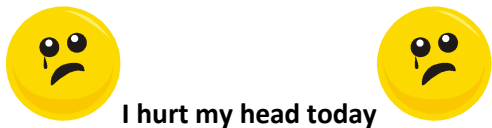
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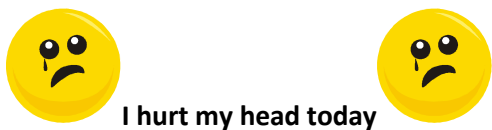
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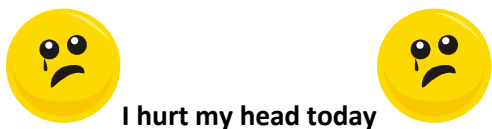
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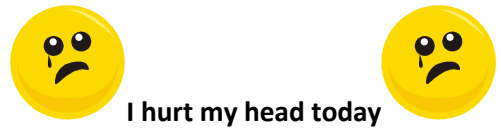
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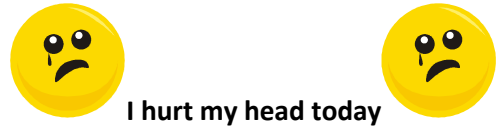
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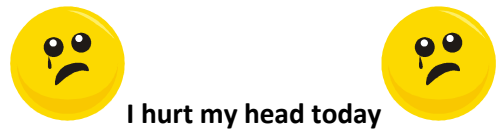
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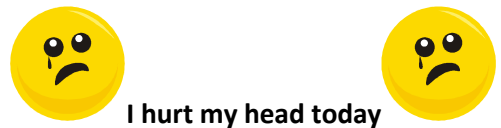
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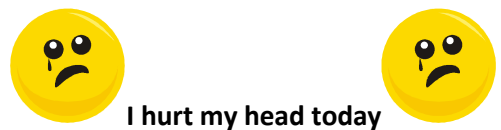
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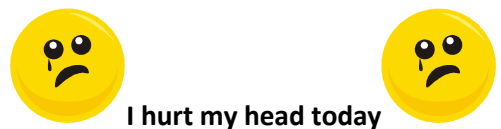
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