



Policy and Procedures for dealing with Medical Emergencies, Accidents and Illness in School

First Aid Policy

The safety and well-being of every pupil must be a prime concern for all staff while they are in our care. It is essential for all colleagues to be vigilant and sympathetic when a pupil's health is endangered. Common sense should be exercised and the principle of *in loco parentis* should be utilised wherever possible. It is vital to refer serious cases to a School First-Aider immediately. The School First-Aiders have the responsibility to provide First Aid treatment and/or refer pupils to parents, the doctor or hospital wherever this may be appropriate.

All staff should err on the side of caution. If there is any doubt regarding the severity of a situation, the pupil(s) should always be referred to the Hospital.

In the most serious cases, the Head of Section and the Head Master must be notified immediately.

First Aid Kits

Fully equipped First Aid kits are available from the following locations on campus:

- First Aid Room
- Front Office/ Reception
- Science Preparation Room
- Sports Hall
- School Secretaries Office
- Staff Room

The action to be taken in general cases is as follows:

In the case of a life-threatening accident or illness – Immediately inform the Lead First-Aider and start CPR if necessary. Call for an ambulance on 112. Ask to contact parents.

CPR should never be interrupted until an ambulance arrives.

The Lead First-Aider will provide emergency first aid and will accompany pupil to the hospital. The Lead First-Aider should remain with the pupil at the hospital until the arrival of the parent(s) or their designated guardian, or until completion of treatment and discharge from the hospital.

In the case of bone, joint or muscular injury or injury to the head (other than minor grazing) – Immediately refer to a School First-Aider who will make a judgement to provide First Aid treatment and/or refer to hospital.

In the case of the former, consider the application of an ice-pack, elevation or immobilization of injured area, and the application of appropriate dressings.

Where hospital treatment is required, parents should be contacted, reassured and requested to collect the child. If the parents are unable to respond quickly, verbal permission must be sought to allow the Lead First-Aider or other responsible adult to accompany the pupil to the hospital by taxi. The Lead First-Aider or *responsible adult* should remain with the pupil at the hospital until the



Oporto British School

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arrival of the parent(s) or their designated guardian, or until completion of treatment and discharge from the hospital.

In the case of blood injury – Plastic gloves (available in the First Aid Room, Front Office/ Reception, Preparation Room, Sports Hall, School Secretaries Office and Staff Room) should be used. The Lead First-Aider should be informed of the injury. If necessary, the Lead First-Aider should apply pressure to the wound using a sterile dressing or clean cloth. If the wound is on a limb, the limb should be kept elevated.

In the event of the spillage of body fluids – If any bodily fluid (e.g. blood, urine, vomit) has been spilled, the area must be disinfected as soon as possible after the occurrence and the following procedures should be followed:

- Avoid getting bodily fluid on yourself.
- Body fluid disposal kits are available in Early Years classrooms and from the First Aid Room.
- Wear disposable gloves.
- All contaminated material to be put in waste bags and placed in the sanitary bins in the ladies bathroom.
- Whilst on the school premises maids are available to assist with the cleaning up of bodily fluids.

In the case of illness – Any pupil feeling unwell should report to a School First-Aider. The Lead First-Aider will be called. Should, in the opinion of the Lead First-Aider, the pupil need to go home or referred to a hospital, the parents will be contacted by the School Secretary or in the case of his/her absence the Front Office. Pupils are forbidden to contact their parents directly regarding illness.

In the case of head lice – If pupil is discovered to have live head lice, parents will be asked to collect them immediately, parents will be contacted by the School Secretary or in the case of his/her absence the Front Office.

Other procedures include:

Medicines

Primary Section

Pupils may bring into School certain medications with a letter from their parents which should include all necessary details such as timings and dosages. Class teachers, if appropriately trained, may administer the medication. In such cases, the medication must be lodged in the First Aid Room.

Secondary Section

Secondary pupils should take personal responsibility for administering their own medication.



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Asthma Sufferers – Senior pupils should keep inhalers on their person. Primary pupils should lodge their inhaler, clearly labelled, with the Form/ Class Teacher. All asthmatic pupils are encouraged to keep an emergency inhaler in the First Aid Room. If an Asthma attack occurs, an ambulance should be called and the parents contacted.

Asthma Attacks – School's Procedure

See *Annex A & E1*

Diabetes Sufferers – Pupils who are Insulin dependent diabetics will have their own programme of treatment. This should be discussed with the parents and the pupil, and information made known to staff. A specific care plan should be signed by the parents and the school. Should a sudden hypoglycaemia (blood glucose level of less than 4mmol/litre (or 70mg/dl) occur or any signs of unconsciousness an ambulance should be called and the parents contacted.

Hypoglycaemia – School's Procedure

See *Annex A & E2*

Anaphylactic Shock – Pupils with a known severe allergy should keep their own EPI-PEN (adrenaline) in their school bag. In any case, an emergency EPI-PEN is kept in the First Aid Room, in the Emergency Medication box and this should be used immediately should an allergic reaction occur. An ambulance should be called and the parents contacted.

Anaphylaxis – School's Procedure

See *Annex A & E3*

Epilepsy

This is caused by a temporary malfunction in the brain's biochemistry and it is usually controlled by medication. There are two principal forms of seizure:

1. Petit Mal/Absence: No specific aid is required, but the seizure should be noted and reported to the Lead First Aider. The pupil will be unaware of the seizure. Symptoms: the pupil looks blank, stares and may have a slight twitching or blinking for a few seconds.
2. Grand Mal/Convulsive: This is alarming for the onlooker but not normally harmful for the pupil except in case of injury. The aim is to protect the pupil from injuring him or herself during the seizure and then provide care once he or she has regained consciousness. Be aware of the effect on other pupils who may be frightened. Warning signs: the pupil may cry out, their body stiffen and then fall to the floor. This would be followed by convulsions. Alternatively the seizure may begin with an "aura" or warning, e.g. visual, auditory. The pupil will be unconscious or only semi-conscious, and may well be incontinent. He or she may salivate, and the saliva could be flecked with blood (if tongue or cheeks have been bitten). The seizure may last a few minutes. The seizure should be noted and reported to the Lead First Aider. If a convulsive episode occurs, an ambulance should be called and the parents contacted.



Epilepsy – School’s Procedure

See *Annex A & E4*

Medical Record Forms – The Consent and Medical Information form (*annex 11 of the Health & Safety Policy*) will be sent to all parents for completion on an annual basis. These forms contain medical information on each pupil. These forms are kept in class order in Primary and Secondary Section Files held by the Admissions Registry & Communications Officer. Details regarding allergies, asthma, diabetes, etc should be recorded on SIMS.

Illness/Accident Incident Book – This book is kept in the First Aid Room. All incidents of accident and/or illness to any individual in School, which are brought to the attention of the Lead First-Aider, must be recorded in this book.

Cases of emergency, accident or illness occurring out of School, but while involved in School business – If an emergency, accident or illness should occur outside School (e.g. during a sports event, field trip, school trip or visit etc), the accompanying member of staff should decide whether to treat the pupil (in the case of minor incidents) or refer the pupil to hospital. The member of staff should always err on the side of caution. In all cases other than easily treated, minor incidents, parents and a senior member of staff at School should be contacted. If there is any doubt regarding the severity of a situation, the pupil(s) should always be referred to the Hospital. Procedures described above for incidents in School should be adopted. Incidents should be recorded in the Incident Book.

Diseases and dangerous occurrences – The school has some characteristics that make it the ideal place for the acquisition and transmission of infectious diseases. A large number of children meet daily and they may suffer several infections due to the immaturity of their immune system. Viruses, bacteria or other microorganisms that cause disease, can be introduced from the external environment and can be transmitted between members of the school community and can initiate a way back, causing a constant exposure to microorganisms, regardless of where they originate. In the event of an outbreak among students at the school we will proceed to inform parents and teachers through the usual channels: information letter, phone calls, posting on the school website, etc.

If it is deemed necessary to do so information and advice will be sought from:

Direção Geral da Saúde
Alameda D. Afonso Henriques, 45
1049-005
Lisboa
Tel: 21 843 05 00

Autoridade Nacional de Protecção Civil
Comando Distrital de Operações de Socorro
de Porto.
Avenida Fontes Pereira de Melo 519
4100-262 Porto
Tel: 22 532 2955



Annex 1

FIRST AIDERS ON SITE

The following table notes those members of staff with Red Cross Paediatric qualifications:

Name	Location	Valid Until
Lidia Ferreira	First Aid Office	Sept 2019
Raquel Nunes	Labs	Sept 2019
Zaida Moss	Primary building	Sept 2019
Lucy Shore	Primary building	Sept 2019
Lenita Lefevre	Primary building	Sept 2019
Fátima Mota	Primary building	Sept 2019
Joana Saraiva	Primary building	Feb 2021
Robin Silk	Primary building	