



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbiacademy.net **E-mail:** office@bbiacademy.net

FIRST AID POLICY

The BBIA First Aid policy is intended to;

- ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.
- In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- to provide effective, safe First Aid cover for pupils, staff and visitors.
- to ensure that all staff and pupils 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.

Relevant School Aims

- sustain a friendly, safe and interesting environment that stimulates and encourages the love of learning.
- enable the children to make a positive contribution to our multicultural society and to enjoy life, appreciating and coping with its disappointments and triumphs.

Appendix A

List of current staff members trained in first aid and the date they are qualified until.



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbiacademy.net **E-mail:** office@bbiacademy.net

Appendix B

List of notifiable infections that must be reported within 24 hours to the Hungarian Agency for Care and Health.

Arrangements for First Aid

The School will provide all materials, equipment and facilities required. The location of first aid containers in the school are

- **In the Medical Room**
- **At the school Reception Desk**
- **In the Kitchen**

These should contain:

- 20 individually wrapped sterile adhesive dressings (assorted plasters)
- 1 sterile eye pad
- 2 triangular bandages
- 2 crepe bandages
- 1 roll of micro pore tape
- 4 un-medicated dressing pads with bandage attached
- 1 packet of gauze pads
- Packet of disposable gloves
- Scissors

The contents of the First Aid boxes will be checked on a regular basis by the Communications Officer.



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbiacademy.net **E-mail:** office@bbiacademy.net

If supplies are running low when used by other members of staff it is their duty to inform the school office, preferably by both email and verbally. Next to each First Aid box there is a list of equipment to be kept in each of the boxes.

SCHOOL FIRST AIDERS:

At least one member of staff with current First Aid Training is on the premises at any one time. The first aid qualification includes first aid training for infants and young children.

The emergency first aiders with valid certificates in school are listed in Appendix A.

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that First Aid cover is available throughout the working hours of the school week whenever children are present on school premises.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Hungarian Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Insist that any casualty who has sustained any head injury or other injury requiring more than basic first aid, is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital;
- Ensure that parents are aware of all head injuries promptly.



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbiacademy.net **E-mail:** office@bbiacademy.net

- Ensure that a child who is sent to hospital by ambulance is either:
Accompanied in the ambulance at the request of paramedics.
Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
Met at hospital by a family member.

The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent. Liaison **must** occur with the teacher in charge of cover for each department building to ensure that lessons are covered in the event of an absent teacher. Keep a record of each pupil attended to, the nature of the injury and any treatment given. The Accident report in the School Office must be completed by the appropriate person. Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Using First Aid Equipment

All members of staff can treat children using basic first aid. Disposable gloves must be worn when dealing with bodily fluids.

Anything more serious must be looked at by a qualified First Aider – This includes all head injuries or severe bleeding. Severe bleeds may be cleaned with sterile saline solutions.

All accidents must be reported into an accident book and signed for by parent

Where pupils are travelling out of school a portable first aid kit must be carried.

This needs to be checked by a First Aider before taken and should include:



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbiacademy.net **E-mail:** office@bbiacademy.net

- **antiseptic wipes;**
- **one disposable bandage (not less than the 7.5cm wide); two triangular bandages;**
- **one packet of 24 assorted adhesive dressings;**
- **three large sterile un-medicated ambulance dressings (not less than 15cm x 20cm);**
- **two sterile eye pads with attachments;**
- **instant ice-pack;**
- **twelve assorted safety pins;**
- **one pair of rust-less blunt-ended scissors.**
- **Micro pore tape**

Any personal inhalers and epi pens supplied to school by parents are stored in the Reception Desk. Group leaders taking trips should ensure that these items are taken along on any school trip outside school.

Instructions for the use of epi pens are displayed on each staff room notice board. Any personal inhaler provided by parents to be used by their child must be accompanied by the relevant instructions for use. These instructions are to be kept alongside the inhaler.

STAFF RESPONSIBILITIES

The **Principal will:**

- Ensure that they always obtain the history relating to a pupil not feeling well,



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbiacademy.net **E-mail:** office@bbiacademy.net

particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.

- Ensure that in the event that an injury has caused a problem, the pupil must be referred to a First Aider for examination.
- At the start of each academic year, provide all staff members with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. This list is sent to class teachers.
- Have a file of up to date medical consent forms for every pupil in each year and ensure that these are readily available for staff responsible for school trips/outings.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises. Ensure all new staff are made aware of First Aid procedures in the school.
- Ensure that the Hungarian Agency for Care and Health is notified of any notifiable diseases (See Appendix B) within 24 hours after the first suspicion.

Teachers will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils in their charge Ensure that their pupils are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the School reception as soon as possible either by a person or telephone,



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbiacademy.net **E-mail:** office@bbiacademy.net

- Ensure that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who feels generally 'unwell' to their respective class teachers.
- Send a pupil who has minor injuries to Reception if they are able to walk where a First Aider will see them. This pupil should be accompanied.
- Ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

The Communications Officer will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil. Support the First Aiders in calling for an ambulance or contacting relatives in an emergency. Send children who simply do not feel well to their respective Class teachers
- **NOT administer paracetamol or other medications as Hungarian law prohibits non-medical practitioners from dispensing any medication to children.**



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbiacademy.net **E-mail:** office@bbiacademy.net

ACCIDENT REPORTS

Accident reports keep a record of any first-aid treatment given by first aiders and other members of staff. These accident reports **MUST** be written in pen, completed on the same day of the incident, and include:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.
- What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).

The information in the accident reports can:

Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;

- Be used for reference in future first-aid need assessments;
- Be helpful for insurance and investigative purposes.

All completed accident books should be given to Sue who will store them for reference in future.

Requirement to notify parents and the Data Protection Policy

Parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school; parents can view the accident report in the nursery and sign to say they have seen it.



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbiacademy.net **E-mail:** office@bbiacademy.net

Staff must be aware of the Data Protection Policy and not allow parents to view personal information other than that relating to their child and must not allow parents to take notes, photographs or obtain a copy of the accident record.

Administration of medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the school.
- Children's prescribed drugs are stored in their original containers, in the school office or nursery staffroom, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date, the name of the medication, the dose and time, or how and when the medication is to be administered. **Parents should administer medication before school so that staff only gives one dosage during the school day.**
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health care professional.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents – or other authorised adults – if a child becomes ill while in the school.

- We do not provide care for children, who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded, but must be treated to remedy the condition.



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbiacademy.net **E-mail:** office@bbiacademy.net

- Parents are notified if there is a case of head lice in the school.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the Health and Safety Coordinator and the Emergency First Aiders.

Treatment of head injuries to children

- Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (wet tissue or cloth) for the child's own comfort. Parents/Carers must be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded into the accident book and a letter sent home informing parents of possible symptoms to look out for. It is the responsibility of the first aider dealing with the head bump to inform the class teacher who must then relay the information back to the parent. Head bump letters and possible symptoms to look out for are kept in the school office and are given out to ensure parents receive the correct information and advice. The bottom section of the letter must also be completed and retained by the school.

Under no circumstances, should ICE PACKS be applied to head bumps. It will reduce swelling but it can actually do more harm if there is a hairline fracture: this could result in the child needing additional emergency hospital treatment.

Emergency First Aiders should be sought if the child:

- becomes unconscious;
- is vomiting or shows signs of drowsiness;
- has a persistent headache;
- complains of blurred or double vision;
- is bleeding from the nose or ear; and/or



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbacademy.net **E-mail:** office@bbacademy.net

- has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, **urgent medical attention is needed**. Parents should be contacted and the emergency service too.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

ICE PACKS

Instant ice packs are single-use only and for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the Medical Room.

Guidance on the use of ice packs: Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 – 30 minutes and repeated every 2 to 3 hours for the next 24 – 48 hours. Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

With injuries older than 48 hours, a heat source can be applied to bring more blood to the injured area to stimulate the healing process.

Precautions when using ice and heat:

Do not use ice or heat

- If the casualty is diabetic



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025Budapest,Berkenye utca 13-15.**Phone:** +36305635528**Homepage:**www.bbiacademy.net **E-mail:** office@bbiacademy.net

- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or know infection(s)

Epi-Pens

All Epi-Pens are labelled and kept in the Medical Room.

Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves. Staff should have training from a healthcare professional but if this is not the case then the emergency services must be informed at the same time as the Epi-Pen is administered.

THE EXECUTION OF THIS POLICY WILL BE MONITORED BY THE SENIOR LEADERSHIP TEAM

Budapest, 2019

Due for review: June 2020 or as required



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025 Budapest, Berkenye utca 13-15. Phone: +36305635528 Homepage: www.bbiacademy.net E-mail: office@bbiacademy.net

APPENDIX A

List of current staff members trained in first aid and the date they are qualified until
September 6th 2020

- 1 Roger Prescott
- 2 Judit Agardi
- 3 Daniel Bevin
- 4 **Hilary Vigh Deputy first aider**
- 5 Cakra Vajnai
- 6 Eric Lamme
- 7 Lisa Giles pie
- 8 Brian Thouy
- 9 **Kenneth Friis – First aider**
- 11 Melissa Patton
- 12 Marc Patton
- 13 Krisztian Boros
- 14 Marta Garzo
15. Irene Savic
16. Fany Fuentes



BUDAPEST BRITISH INTERNATIONAL ACADEMY

Address: 1025 Budapest, Berkenye utca 13-15. Phone: +36305635528 Homepage: www.bbiacademy.net E-mail: office@bbiacademy.net

APPENDIX B

The Hungarian Agency for Care and Health is responsible for the prevention, surveillance and control of infectious diseases.

The following infections are notifiable and must be reported within 24 hours after the first suspicion.

- Anthrax
- Botulis
- Brucellosis
- Salmonella typhi or salmonella paratyphi
- Cholera
- Chikungunya
- Dengue
- Diphtheria
- Enterohaemorrhagic E.coli
- Gastroenteritis, in case of collective outbreak
- Yellow fever
- Gonorrhoea
- Haemophilus influenzae type B invasive infections
- Hepatitis A
- Hepatitis B (acute)
- Human infection with avian (or a new sub-type) influenza
- Legionellosis
- Malaria,
- Measles
- Meningococcal invasive infections
- Pertussis
- Plague
- Smallpox
- Poliomyelitis
- Psittacosis
- Q fever
- Rabies
- SARS (Severe Acute Respiratory Syndrome)
- Syphilis
- Tuberculosis
- Tularaemia
- Viral haemorrhagic fever
- Typhus (Rickettsia prowazekii or Rickettsia typhi)
- Food infection (from two cases onwards)
- West Nile virus infections