



First Aid Policy

This policy outlines Nord Anglia International School's responsibility to provide effective and appropriate first aid to pupils, staff, parents and visitors, and the procedures in place to meet that responsibility.

Aims

- To identify the first aid needs of the school
- To ensure that first aid provision is available at all times while people are on our school premises, and also off the premises, whilst on school visits.

Objectives

- To ensure we have the appropriate number of suitably trained people as First Aiders to meet the needs of the school
- To provide relevant training and monitoring training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's first aid arrangements
- To keep accident records and to report to Nord Anglia's Health and Safety department

Personnel

- The Principal is responsible for the health and safety of employees, students and anyone else on the premises.
- The Principal must ensure that a risk assessment for the school is carried out and that the appropriate appointments, training and resources for first aid arrangements are in place. They must also ensure that the insurance provided gives full cover for claims arising from actions of staff acting within the scope of their employment.
- The Assistant Principal (in charge of Health and Safety) is responsible for putting the policy into practice and developing detailed procedures.
- The Assistant Principal (in charge of Health and Safety) ensures that the policy and information on the school's arrangements for first aid are made available to parents.
- Teachers and all other staff are expected to do all they can to secure the welfare of the pupils and to know who to call if a first aid situation arises.
- The Appointed Person in Nord Anglia International School, Hong Kong is Charlotte Chan, the school's nurse. She is responsible for practical arrangements at the point of need and will:
 - Take charge when someone is ill or injured
 - Look after the first aid equipment
 - Ensure that an ambulance or other medical help is summoned when appropriate.



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- Our trained First Aiders are listed in Appendix A. They have completed a recent First Aid training course and hold a valid certificate. The First Aiders will take charge when someone is injured or becomes ill, inform the school nurse immediately (or the Senior Leadership Team in her absence), ensure that an ambulance or other professional medical help is summoned where appropriate, and inform the Health and Safety Officer about the incident.

Procedures

The Assistant Principal (in charge of Health and Safety) reviews this policy annually and when circumstances change. He also monitors the number of first aiders, ensuring they are up to date with training and provides training opportunities. Recommendations on measures needed to prevent or control identified risks are forwarded to the Assistant Principal (in charge of Health and Safety.)

The School Nurse checks and replenishes the First Aid Boxes across their designated sites at least once a term.

The Assistant Principal (in charge of Health and Safety) will ensure that staff are informed about the school's first aid arrangements and adequate First Aid advice signage is in place. Information on first aid equipment, facilities and first aiders will be shared in the staff handbook.

All staff have a duty to ensure that they check the medical information on pupils they teach from the records in Admissions.

Provision

During the school hours, the School nurse is available. Provision for other activities is outline below:

Off-site PE PE staff are supplied with First Aid Bags which must be taken to off-site activities. They are responsible for ensuring they are restocked from supplies from the school nurse. A first aid trained member of the PE staff will be available at sports events.

School trips Trip leaders will be the first point of contact and will ensure they take an adequate first aid box from the school nurse. They will carry a mobile phone, emergency contact details and have up to date medical information for the pupils on the trip.

All trips/activities will have the level of risk assessed and the appropriate first aid provision made. More detail is in the Educational Visits Policy.

Absence of school nurse When the school nurse is absent, arrangements for cover will be made. A list of current first aiders is posted at strategic points around the school.

Out of hours provision Outside of normal school hours, if a qualified first aider can not be located, the emergency services should be called in the event of a serious injury.

The Assistant Principal (in charge of Health and Safety) must ensure the appropriate number of first aid boxes are available in line with the risk assessment.

The location and contents of the first aid boxes are shown in Appendix A.

The medical room is situated in the leadership corridor on the ground floor. Medical hours are 7.45 to 16.30



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The school nurse must keep a record of any reportable injury, disease or dangerous occurrence. All staff have a duty to report an accident, followed by a written summary of what happened using the School Incident Report Form.

The School Nurse is responsible for maintaining a log of all accidents, injuries and illnesses, and any treatment given by the nurse. All medicines are stored safely in a locked secure cupboard under the control of the school nurse.

Parents must be informed of all injuries, accidents or illnesses sustained at school. Parents must give their prior written consent for the nurse to administer medicines at school. This form is given to the parents on first entry to the school and then annually checked for any changes to the child's condition. No medicines will be administered without this specific consent.

All staff must take precautions to avoid infection and follow basic hygiene procedures.

Relevant staff should have access to single use disposable gloves and hand washing facilities, and they should take care when dealing with blood, other bodily fluids or dressings.

Posters on how to wash hands properly to stop the spread of infection and antiseptic hand gels are available in the medical room.

Date of next review

This policy has been reviewed and approved in Autumn 2016, and will be reviewed every 2 years.



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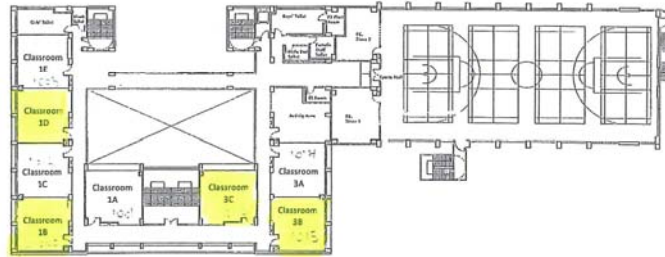
Appendix 1



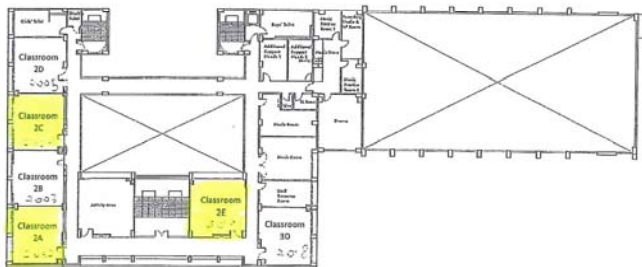
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FIRST AID KIT ALLOCATION

1/F



2/F



11 On Tin Street, Lam Tin
Kowloon, Hong Kong
T 852 3958 1488
E info@nais.hk

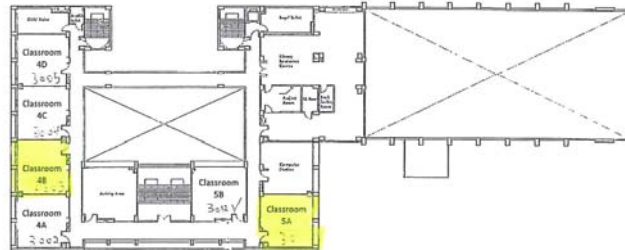


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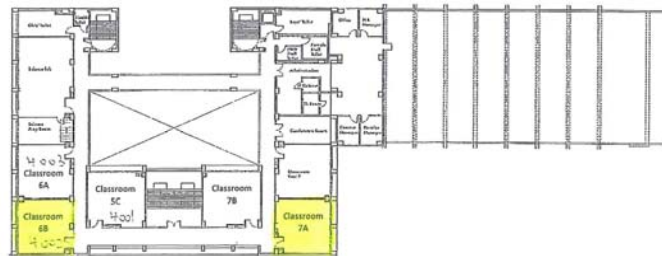


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3/F



4/F



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Dressed Applicator 2 bags Latex gloves 3 pairs Elastic Bandage 2" 1 roll Band Aid 1 box Zipper bag 1 pc Serile Gauze, different size ≥ 3pk @	Cotton 2 bags
scissors 1 pair Plastic cup 1 pc Normal Saline 10ml x 2 0.05% Cholorthexidine 1 sachet Adhesive Tape 1/2 " 1 roll Adhesive Tape 1 " 1 roll Alcohol Prep 5 pc Metal Clip 1 pc	Triangular Bandage 2 pc safety pin 7-10pc

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產品名稱 : 急救包

Product Name : FIRST AID KIT

12 kits in total

型號/Model : FA001

尺寸/Size : 12*19CM

包裝/Packing : 尼龍袋包裝 (12*19CM) 100 包/箱 (52 x 38 x 30 cm)

條碼/Barcode : 6986085600066

【認證】:

TUV Certificate

ISO 13485:2003

ISO 9001:2008

【內置配件】:

1. 三角巾 (Non-woven triangle bandage) 96*96*136cm x 1 塊---用於包裝和固定全身各部位的傷口，可作為吊帶，承托受傷的手臂或肩膀；
2. 安全別針 (Safety pin) 3cm x 2 只---包裝過程中起固定作用；
3. PBT 彈性繃帶 (conforming bandage) 6cm*400cm x 1 卷---用於關節等活動部位傷口的包裝固定；
4. 剪刀 (Scissors) 9cm x 1 把---用於剪開黏在創口上衣物等遮擋物；
5. 消毒紗布片 (Gauze bandage) 5*5cm x 2 包---用於傷口處的包裝和止血；
6. 乳膠止血帶 (Wound plaster) 2.5cm*46cm x 1 只---用於較大傷口的出血止血，動脈止血以及毒蛇咬傷，起到暫時抑制血液流動的作用；
7. 無紡布膠帶 (non-woven tape) 1.25cm*450cm x 1 卷---用於外傷的包裝，粘貼，固定骨關節包裝部位等作用；



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8. 酒精片 (alcohol pad) 5cm*5cm x 10 片---傷口部位清潔消毒用；
9. 膠布貼(adhesive plasters) 7.2cm*1.9cm x 10 片---外傷敷料具有止血護創作用；
10. 碘伏片 (Povidone-Iodine Prep Pad) 5*5CM x 4 片---用於傷口部位以及粘膜損傷的處理；
11. 鑷子 (Tweezers) 12cm x 1 把---用於剝離或捏取黏在創口上雜質顆粒等遮擋物；
12. 急救外包 (nylon bag) 20*14cm x 1 只



First aid training groups

August 2015

Session 1 18th August 8am-12pm

Jen Rowland	Ernie Ng
Mike Ford	Jessie
Alicia Vardy	Enya Ya-Li Yang
Rachael Rostron	Stephanie
Patsy Morgan	Sushma Gurung
Hannah Rogers	Rina Sheth
Carl Davidson	Soma Das
Eric Chan	Krishna Daswani
Gillian Johnson	Fanny Tang Hiu Yan
Jess Howard	Rita Chan
David Atkinson	Kiky Guo Qi
Katie Doherty	Ruby Chung
Flora Lai	Yvonne Fung
Arwen Batiste	Martha So
Eloise Charmier	Monica Lulla

Session 2a 18th August 1pm-5pm

Mariam Khalik	Irene Lam
Adam Branton	Georgia
Tom Handley	Evita Wu
Robyn Dowding	Lina Do
Chris Williams	Harpreet
Edward Fielding	Jaffna Hobbs
David Sheehan	Hannah Thompson
Tom Boast	Christine Chen
Chris Cottrell	Georgia Hsu
Naima Charlier	Arti Advani
Jane Henderson	Kim Lau
John Widger	Shirley Li
Naomi Rowan	Jing meng
Simon Calderwood	Jasmine Ji
New mandarin teacher TBC	Cheryl Hung



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Session 2b 18th August 1pm – 5pm

Robin Doherty	Marissa Din
Laura Madeira	Ricky Au Yeung
David Boyd	Jessica Kei
Charlotte Bovingdon	Neo
David Robinson	Kelvin
Simone Reid	Edward
Adam Cross	Weber
Sarah Jane Pate	Icey
Alex Lopes	Gloria
Mimi Choi	Kin
Sarah Harley	Carmen
Brian Cooklin	Elsa
Christian Bishop	Ji- caretaker
Katie Byrne	Maggie Mok
Natalie Griffiths	Serena

Advanced First Aiders

Martin Pate
Deri Reid
Lauren Kenny
James Malone
Katie Malone
Gillian Johnson
Stephen Holt
Tom Ferguson
Scott Mackinnon
Kelvin Fawcett