



**BRITISH SCHOOL  
OF GENEVA**

# First Aid Policy

Revised: September 2023  
To be reviewed: September 2024

---

Approved by S. Thompson, School Principal

## Introduction

First Aid can save lives and prevent minor injuries becoming major ones. This First Aid policy outlines the British School of Geneva's responsibility to provide adequate and appropriate First Aid to pupils and staff 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 the school premises and while on school visits.

## Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aid trained staff (Appendix A) to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is reviewed annually.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the school's First Aid Policy through staff and parent handbooks and the school's website.
- To keep accident records
- To give clear structures and guidelines to all staff regarding first aid and medicines
- To ensure the safe use, administration and storage of medicines in school and on off-site visits.
- To undertake a risk assessment of the first aid requirements of the school

## Responsible Persons

- The Principal is responsible for putting the policy into practice and for developing detailed procedures.
- The Principal should ensure that the policy for first aid is available to all staff and parents
- In the event of a medical emergency and the school being unable to contact the parents / carers the Principal will act in 'Locum Parentis'.
- The school has an on-call Doctor in case of urgent need or consultation.

## Appointed Person(s)

- Takes charge when someone is injured or becomes ill
- Looks after the First-Aid equipment – restocking the first aid container, ordering equipment
- Ensures that an ambulance or other professional medical help is summoned when appropriate
- Although Appointed Persons do not have to be First Aiders, British School of Geneva ensures that they have completed basic First Aid Training.

## First Aid Trained Staff

First Aid trained staff should

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called

## First Aid Equipment and Facilities

- A suitable room that can be used for the care of pupils should be identified. This area must contain a washbasin and should be reasonably near to a WC.
- The Appointed Persons, directed by the Principal, will ensure that the appropriate number of first-aid containers is available and restocked when necessary.
- All first aid boxes are marked clearly. The boxes are stocked with recommended and mandatory contents.
- First Aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Hand sanitising gel and masks should be made available.

## Information on First Aid Arrangements

**All staff members should familiarise themselves with the First Aid Policy.** In addition, it is the responsibility of the Principal to inform all staff of:

- The arrangements for recording and reporting accidents
- The arrangements for First Aid
- Staff with First Aid qualifications
- Location of First Aid kits

## Record Keeping and Reporting Accidents

- All minor injuries and First Aid treatments given are recorded in the medical report folder, kept in the school office.
- Parents are contacted by telephone and email if a child has received a bump to the head, or wasp or bee sting or a significant incident.
- In the event of a medical emergency and the school is unable to contact parents / carers then the Principal acts in 'Locum Parentis'.
- In addition in case of the following a detailed report should be written and sent to parents:
  - An accident that involves a staff member or pupil being incapacitated for more than 7 consecutive days
  - An accident which requires admittance to hospital for in excess of 24 hours
  - Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine
  - An accident in school which requires immediate emergency treatment at hospital.

## Transport to hospital or home

- The Principal will determine a reasonable and sensible action to take in each individual case. Where the injury is an emergency, an ambulance will be called following which the

parent will be called. Where hospital treatment is required but is not an emergency, the Principal will contact the parents for them to take over responsibility for the child. If the parent cannot be contacted then the Principal may decide to transport the pupil to hospital. Where the Principal makes arrangements for transporting a child then the following points will be observed:

- Only cars insured to cover such transportation will be used
- No individual member of staff should be alone with a pupil in a vehicle
- The second member of staff will be present to provide supervision for the injured pupil

## Children with Medical Needs

- Children with medical needs have the same rights of admission to the school as other children and in most cases, will be able to take part in normal activities with support.
- Parents / carers have the prime responsibility for their child's health and should provide the school with information about the child's medical condition
- An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they and others are not put at risk

## Administering Medicines in School

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. If a child is taking a prescribed medicine it is the parent's / carer's responsibility to come to school and administer the medicine. In exceptional circumstances, the appointed persons / first aid trained staff member will administer prescribed medicine providing that a 'Personal Agreement' (Appendix B) has been signed.

- All prescribed medicines that are due to be administered must be kept in the first aid room.
- Medicines should be provided in the original container with the name of the pupil clearly marked.
- These medicines should be stored in a secure place and not in First Aid boxes
- It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets
- Records will be kept of all the prescribed medicines administered
- Non-prescribed medicines are not allowed in school
- Paracetamol is the only non-prescribed medication allowed in school, this medication is kept in the first aid room and is only administered by the appointed persons / first aid trained staff member with parental consent.

## Administering Medicine safely in school

Medicines should only be given in school when it is necessary and essential to a child's health or school attendance. Medicine, both prescribed and non-prescribed should only be administered to a child by the appointed person / first aid trained staff member. In order to administer medication, we require the 'Personal Agreement' (Appendix B) to be obtained from the child's parent or carer. Medicine is only accepted if it is in date, labelled, provided in the original packaging and includes instruction for administration, dosage and storage.

Prescription medicines will only be accepted if they have been prescribed by a doctor with a recognised pharmacy label on the medication.

Over the counter medicines must be in date, and the appointed person / first aid trained staff member will check how long the medication can be taken for on the label. An appointed person / first aid trained staff member will find out when the child started taking the medication and when the prescribed amount of days is over. This will ensure that the medication is not given for longer than prescribed. Should a parent/ carer wish to give the medicine for longer, they will require a prescription from the doctor.

## Advice for School staff and their role

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be forced to do this. Administering medicines is not part of the teachers' professional duties, although they should consider the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training, reaching the necessary level of competency before they take on the responsibility to support children with medical needs.

## Special circumstances

**Head injuries:** The school recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. Where emergency treatment is not required, all bumps to the head will be reported to parents via phone / email by appointed persons.

**Asthma treatment and inhalers:** Asthma sufferers in secondary school are permitted to bring their own treatments to school provided a 'Request for child to carry his / her own medicine' form (Appendix C) has been completed by the parents / carers. In case of primary children the inhalers / medicines are handed over to the appointed persons along with the completed parental agreement (Appendix B). The medicines should be kept in the first aid room in clearly labelled boxes with the students' names. For Primary children, if there is a need, children's inhalers can also be kept in the classroom in a secure place. Treatment is supervised by a first aid trained adult and noted in the medical records and parents informed via email / telephone. Asthma treatments are taken on off-site visits. Parents are responsible for checking that the medications are within the expiry period.

**Epipens:** A list of students suffering from anaphylaxis is available from the Head of Administration. Each anaphylactic sufferer has an individual protocol to follow. The Epipens along with a completed 'Request for child to carry his / her own medicine' form (Appendix C) should be kept in the first aid room in a labelled box with the child's name and class and should be readily available. In case of an emergency, Epipens should be administered by members first aid trained staff who have received Epipen training, if possible. Parents are to be notified immediately and an ambulance called for. The date and time of the treatment are to be recorded. Parents are responsible for checking that the medications are within the expiry period.

## Administering First Aid Off Site

- First Aid provision must be available at all times including off site visits. The level of first aid provision for an off-site visit will be based on risk assessment.
- A first aid trained member of staff will accompany all off site visits with a suitably stocked First Aid box.
- The first aid trained member must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid
- If any First Aid treatment is given the Group Leader will advise the school office by telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement (Appendix B)' form will have been completed.
- A copy of the 'Parental Agreement form (Appendix B)' will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box and will be administered by the appointed person / first aid trained staff member, at the necessary time and recorded.

## PRINCIPAL

Mr Simon Thompson

## ON-CALL DOCTOR

Dr. Bénédicte PITTET-MAITRE

Centre Medical Casai

18 avenue Louis-Casai

1209 Geneva

004122 761 6120 / 0041799612219

benedicte.pittet@gmail.com

## APPOINTED PERSONS

Mrs. Sabine Hutcheson / Deputy Principal Ms

Morgane Versolato / Head of Administration

Ms. Inès Bessai / Reception

## FIRST AID TRAINED STAFF

Daniel Lille  
Maria Lavelle-Munt  
Fiona Crawford

Mark McCullough  
Sabine Hutcheson  
Barbara Chalmers  
Grace Holmstock  
Bernard Bruce John  
Hutcheson  
Jacqueline Smith  
Stuart Hudson  
Magali Ogilvie  
Laura Dean  
Maggie Reggi  
Valerie Hogan  
Miguel Galea  
Dara Evans  
Chrysoula Karaiskou  
Alice Parker  
Laura Aquilante  
Rosaria Simoniello



APPENDIX B

# PARENTAL AGREEMENT

I, Mr. / Mrs / Ms \_\_\_\_\_, parent of \_\_\_\_\_ in Year \_\_\_\_\_ agree that medication for my son / daughter can be administered by a staff member at the British School of Geneva.

Unless it is an emergency, I understand that it is the student's responsibility to come to the school office for the medicine to be given and that the school does not accept responsibility if the student forgets to do so.

In addition, I understand I / we are responsible for checking the expiry date of the medication and re-stocking it when necessary.

Dosage:

Signature: \_\_\_\_\_

Date:

\_\_\_\_\_





APPENDIX C

# REQUEST FOR CHILD TO CARRY HIS / HER OWN MEDICINE

I, Mr. / Mrs / Ms \_\_\_\_\_, parent of \_\_\_\_\_ in Year  
\_\_\_\_\_ agree that my son / daughter can be allowed to administer his / her own  
medication at school.

In addition, I understand I / we are responsible for checking the expiry date of the medication and  
re-stocking it when necessary.

Dosage:

Signature: \_\_\_\_\_

Date:

\_\_\_\_\_