



St. Lawrence College
The British School in Greece

St. Lawrence College

First Aid

Policy

Issued: September 2016

To be reviewed: September 2018

To be distributed to: Staff, Parents & Visitors via school website



First aid can save lives and prevent minor injuries becoming major ones.

As St. Lawrence College has a large campus, first aid boxes are available to all staff in the swimming pool area, the indoor gymnasium, the high school administration office, nurse's office. These are the central and easily accessible areas in the campus.

First aid boxes for outside trips are located in the nurse's office and include medicines according to the Greek Health Authority list.

The A.E.D machine is situated during the summer months in the swimming pool and in the winter months the indoor gymnasium.

Resuscitation equipment is situated in the nurse's office.

All teaching staff have been trained in basic first aid, priority teachers (i.e. P.E. teachers, swimming instructors, life guard, nurses) have taken advanced first aid and resuscitation certificates given by Onassio Hospital.

The nurse has a medical record for all of the pupils, which have been filled in by the parent or guardian and is kept under lock and the key is located in the nurse's office. This is updated when necessary (see *appendix 1* for the school's Confidential Medical Questionnaire).

1 Minor Injuries - Administering basic first aid

Minor cuts/bruises and small accidents are dealt with immediately by the school nurse, who in turn reports to the parents, keeps a record of the incidents on her daily accident report, which is sent to the Head mistress, Head Master and the Administrator.

Major accidents, injuries

Head injuries – the patients is assessed by the school nurse and kept under observation as to such time the parents are informed. Then the child is sent for further medical evaluation.



Severe Upper /lower limb, suspected spinal injuries

The child is assessed basic first aid given, parents are informed and the child transported to the appropriate medical facility via ambulance accompanied by the school nurse.

In each of the above cases the 2,3 a report is filed and is sent with the child to the medical facility, copy is given to the administrator and the incident recorded in the daily report.
(See document in nurse's office)

3 Pupils with allergies / other medical conditions are put on a red flag list, which is sent to all teaching and administrative staff. (This is updated regularly by the school nurse).

4 Pupils who require medication for allergies /asthma

Their medication is kept in the nurse's office in a locked cupboard with the pupils name inscribed. No medication is given to a pupil without a doctor's certificate.

Due to the number of pupils having allergies to nuts the school has a NO NUT POLICY. Products containing any form of nut will not be permitted.

5 No medication (i.e. depon) is given to a pupil without the parents' consent. (see *appendix 1*)

6 Children who have been prescribed antibiotics should not attend school until the course has been completed.

7 Pupils and staff with pyrexia/diarrhea - should not attend school for 24 hours after the symptoms subside or a doctor's certificate of fitness is provided.



- 8 Parents should inform the school nurse if a pupil contacts any of the childhood diseases (i.e. measles, chickenpox, mumps etc). The nurse will inform the parents regarding the above by sending a circular e-mail. A doctor's certificate of fitness is required for the pupil to return to school

9 Pediculosis (Head Lice)

Parents must inform the school nurse if a pupil has contacted the above and the appropriate treatment has started. The nurse informs the parents via a circular e-mail.

The school nurse does regular head checks. If a pupil has contacted the above the parents are informed and the pupil sent home to commence treatment. The nurse informs the parents via a circular e-mail.

The teachers encourage the pupils to keep basic hygiene by regular hand washing and the use of antibacterial lotion after using the bathroom and before eating.

Any concern regarding a child health or well-being is reported by the teachers to the nurse who in turn informs the headmistress in the junior section or the Head of school in the senior section.

All documents relating to the pupils health are kept in the nurse's office.

Issued: September 2016

To be reviewed: September 2018

To be distributed to: Staff, Parents & Visitors via school website



St. Lawrence College
The British School in Greece

Appendix 1 – Confidential Medical Questionnaire

Appendix 2 – Accident Report



Confidential Medical Questionnaire

Pupil's full name Date of birth

Child's home language Other languages

Emergency Contact details – Parents/Guardian:

Mother's telephone/mobile Email

Father's telephone/mobile Email

Guardian's telephone/mobile Email

Home address

Home telephone

Alternative Contact who will assume temporary care of your child if you cannot be reached:

Name Language spoken

Mobile No. Home/work Tel. No.

<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Epilepsy
<input type="checkbox"/> Heart condition	<input type="checkbox"/> Headaches	<input type="checkbox"/> Travel sickness
<input type="checkbox"/> Skin conditions	<input type="checkbox"/> Colour blindness	<input type="checkbox"/> A.D.H.D.
Other conditions		
Allergies		
<input type="checkbox"/> Pollen	<input type="checkbox"/> Animals	<input type="checkbox"/> Medicine
<input type="checkbox"/> Food	<input type="checkbox"/> Nuts	
<input type="checkbox"/> Others		
Does your child take regular medication Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>(If your child suffers from any of the above please pay attention to the back of this form)</i>		

Has he/she had an anaesthetic: General Local

Has he/she had any surgical operations (if yes, list below): Yes No

Is your child vaccinated for childhood diseases: Yes No

Date of last tetanus shot

Has he/she had a recent Eye sight test Hearing Test

