

1.0 AIMS AND OBJECTIVES

The British Junior Academy of Brussels aims to ensure that all children, staff and visitors to the school will be competently cared for following injury or accident either on the premises or during any off-site activity. The school will provide a statutory level of First Aid provision and trained staff to handle any adverse or hazardous occurrence. The school will ensure an immediate response to any emergency and will contact next of kin without delay.

2.0 PURPOSE

The purpose of this policy is to establish the responsibilities and procedures to ensure the competent care following an injury or accident. This policy should be read in conjunction with BJAB First Aid Equipment/ Procedures.

3.0 RESPONSIBILITIES

3.1 Proprietor

The Proprietor should ensure that the school fulfils its statutory obligations for First Aid care for all pupils, employees and visitors to the school on- and off-site.

3.2 Headteacher

The Headteacher (or in his/her absence the Head of Pastoral Care) should:

- appoint a responsible person (HS&W Officer) to manage day-to-day First Aid provision.
- ensure that all personnel are familiar with school First Aid procedures
- provide regular First Aid training for staff
- ensure sufficient resources and time are given to First Aid management
- inform the Proprietor on important First Aid matters

3.3 Staff

All staff should:

- be familiar with the school's First Aid Policy
- attend First Aid training courses as required
- identify nearby Nominated First Aiders in their building
- report all accidents promptly to the Headteacher or HSW Officer and ensure that an Accident and Incident Form is completed

3.4 Nominated First Aiders

Selected staff members will be Nominated First Aiders and will attend appropriate First Aid training on a regular training cycle according to their certification deadlines; this is to be provided as part of the school's INSET programme. A member of the Early Years Foundation Stage is required to have First Aid training which meets Early Childhood needs i.e. Paediatric

First Aid (Belgian equivalent). Nominated First Aiders will be assigned across building sites. Continual First Aid cover should be available to allow for staff absence.

Nominated First Aiders should:

- be familiar with the location and contents of First Aid Kits around the school
- be familiar with students who have heightened medical needs according to Medi Check Lists and Care Plans, and the location of medication such as EpiPens and inhalers
- inform the Health, Safety & Welfare Officer if, in the event of administering First Aid, essential contents in the First Aid Kits are depleted
- be ready to administer appropriate First Aid (in accordance with their training) to pupils, visitors and other school members on school premises or during school activities when needed

3.5 Health, Safety & Welfare Officer

The Health & Safety Officer should

- ensure First Aid boxes/kits are fully equipped and maintained
- ensure that portable beds/blankets, ice packs and thermometers are available for use when needed.
- update iSAMS with relevant medical information
- devise individual Care Plans for pupils with special medical needs
- provide First Aid signage on staff lanyards

3.6 Admissions Officer and Administrative Staff

The Admissions Officer and Administrative Staff should

- assist to ensure that First Aid boxes/kits are fully equipped and maintained and inform the HSW Officer of any depletions
- ensure parents are submitting Medical Information and Vaccine Records as a part of admissions files and inform the HSW Officer of any new children with severe allergies or other special medical needs
- update iSAMS with relevant medical information

4.0 Monitoring and Review

This policy is the responsibility of Mr Retter, the Headteacher and Madame De Maertelaere, the Proprietor.

Headteacher: (Francis Retter)	
School Proprietor (Madame De Maertelaere)	
Updated: February 2024	To be reviewed: February 2026

BJAB FIRST AID EQUIPMENT/PROCEDURES

1.0 PROVISION OF FIRST AID KITS

1.1 School provision

The school is stocked with First Aid 'cases', 'kits' and 'bags' which are described in greater detail below. All first aid cases and boxes will be checked and restocked by the HSW Officer each term. If a staff member removes, breaks or depletes any First Aid materials, the HSW Officer should be notified via email so that the items can be replaced.

1.2 First Aid cases and boxes

The school provides a number of well stocked First Aid cases for internal use in key locations in both buildings. Their location is indicated by a white cross on a green background. Contents comply with the recommendations detailed by the Belgian Red Cross and the UK Department for Education. Inventory sheets are kept in each School Office to locate materials, as some heavily-used First Aid cases may contain special materials (Appendix 1). In addition, the school provides a number of smaller 'quick fix' red First Aid boxes for less serious injuries. All First Aid kits will also include the following documentation:

- First Aid instructions
- Emergency services numbers

1.3 Off Site Trips

For all other trips, off-site, the Visit Leader should notify the HS&W Officer in reasonable time to facilitate an appropriate level of First Aid provision. Class teachers going on off-site visits and trips, even regular ones such as weekly swimming, are responsible for taking and returning these bags to the school office immediately on arrival back at the school.

2.0 ACCIDENT PROCEDURES

2.1 Minor accidents

Minor accidents may be dealt within school by either, the First Aider or the class teacher as appropriate.

The injured person should have any wounds treated using the First Aid kits.

Medical gloves should be worn to prevent cross contamination.

Details of an incident are to be recorded on an Accident Form, signed by the Headteacher, and filed in the School Office (Appendix 2).

Class teachers should always be made aware of any incident involving a member of their class and a written record sent home to parents either in the contact book or by letter. It is always best practice to telephone parents immediately or to speak/reassure parents of procedures taken when they collect their child at the end of the school day.

Any spillage of bodily fluids is to be dealt with by the caretaker or cleaners. Materials are to be disposed of in plastic bags in the basement refuse bin. Accident cleaning boxes are available from the housekeeping staff.

2.2 Serious accidents

Serious accidents will be dealt with by a nominated First Aider who will assess the degree of injury and treat as appropriate. In broadest terms, this would include a person unconscious or disorientated (perhaps after a fall); bleeding profusely or in severe pain. If there is any doubt, it is wise to err on the side of caution in the interest of the patient and seek professional assistance. The emergency services are to be called without delay stating clearly the:

Emergency Telephone:

Accident 112

Ambulance & Fire: 100

Police 101

Poisons Centre: 070 245 245

- nature of the accident
- symptoms and degree of injury
- age of the victim
- precise location of the accident. If the accident has taken place on the premises, the name and full address of the school should be stated AND which entrance the ambulance should come to:
 - Boulevard St-Michel 83, Etterbeek
 - Rue des Atrébates 122, Etterbeek
 - Boulevard Louis Schmidt 101, Etterbeek

The school office should make emergency contact with parents or guardians as indicated on the pupil's application form. In the case of an adult, next of kin should be informed.

The Headteacher or a member of staff known to the child will accompany the patient in the ambulance, taking any available medical information with them.

An Accident Form should be completed by the member of staff who witnessed the accident. All records of the incident are to be recorded and filed in the school office.

The Office Administrator/Finance Officer should report serious injuries to the school's insurance company and Social Security/Mutuelle Associations as appropriate.

Appendix 1 – First Aid Inventory



First Aid Inventory (Lower School – Boulevard Saint Michel)

Year: _____ Completed by: _____ Autumn date: _____ Spring date: _____ Summer date: _____

	BSM -1	BSM 0	BSM 1	BSM 2	BSM 3	Trips 1	Trips 2	Trips 3
Emergency numbers								
First Aid Instructions								
Disposal gloves								
Tape								
Scissors								
Sterile squares								
Antiseptic cleanser								
Plasters								
Gauze or triangle bandage								
Arnica								
Tweezers								
Safety Pins								
Crepe bandage								
Cotton pads								
Q tips								
Finger splint								
Eye patch								
Mouth to mouth mask								
Thermometer								
Emergency blanket								

Appendix 2 – Accident and Incident Form



Accident Form

Name of Pupil(s): _____

Date: _____ Time: _____ Place: _____

What happened:

Resulting injuries:

Treatment or follow-up actions:

Does the school recommend a visit to: (Circle if needed) Doctor / Dentist / Hospital

Teacher's name: _____

Teacher's signature: _____

Parents informed by:

_____ via _____ on _____ at _____

(staff member)

_____ (means of communication)

(date)

(time)

Please return this form to the School Office

The British Junior Academy of Brussels

Headteacher Mr Francis Retter

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Prep & Senior: 101 Boulevard Louis Schmidt, 1040 Etterbeek, Belgium

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