



**The Banda School**

# FIRST AID POLICY



## **Introduction**

This policy has been written with reference to the UK Department for Education guidance *First Aid in Schools*. It applies to all pupils registered at The Banda School. The school aims to provide appropriate first aid to pupils, staff and visitors until further medical assistance is available.

The First Aid Centre on site is staffed by two fully qualified, registered and experienced nurses. The School Nurse is accountable to the Head Teacher for reporting all incidents of concern and for maintaining accurate daily medical records, both in hard copy and electronically, on the school database.

### **1. The First Aid Centre**

The First Aid Centre is open from 7.00am to 5.00pm, Monday to Friday. It is equipped to attend to first aid needs, monitor ongoing medical issues involving pupils, staff and visitors, and respond to emergency situations on site. School matches and fixtures are covered by the School Nurse, and during tournaments an ambulance is present on site. The First Aid Centre is also opened at weekends when required.

The First Aid Centre is equipped with basic first aid equipment and medication, including adrenaline for the treatment of anaphylaxis, which is stored in a lockable cupboard. In life-threatening situations, mobile oxygen, an automated external defibrillator (AED) and an adult Bag Valve Mask are available in the Staff Room. One paediatric Bag Valve Mask is stored in the Early Years area.

There is always at least one qualified nurse on site whenever children are present.

For fixtures and trips off site, each school bus used must carry a first aid kit. This includes a basic supply of first aid items, a list of pupils' medical conditions, parent contact information and emergency contact numbers. This information may also be held electronically.

### **First Aid Application**

All staff attend an annual Health Awareness session covering basic first aid. New members of staff are briefed on additional emergency procedures during their induction week. All staff share responsibility for responding to minor incidents requiring first aid.

If an incident occurs in the playground or classroom and first aid is required, pupils should be sent or taken to the First Aid Centre, or the School Nurse should be called to the scene. The School Nurse will complete an incident report and parents or guardians will be informed.

No member of school staff is required, as part of their contract, to administer or dispense medication during the normal school day. Staff in charge of pupils are, however, expected to take responsibility for the pupils' welfare until care is formally handed over to the School Nurse.

A group of Lead First Aiders among the staff receive more in-depth first aid training and are re-certified annually. The names of these staff members are displayed around the school and they may be called upon if required.

### **First Aid Supplies**

The School Nurse is responsible for ensuring that all necessary first aid supplies are adequately stocked and available when required.

The School Nurse also checks all first aid kits on a regular basis. Heads of Department who hold their own first aid kits are expected to support effective maintenance by notifying the School Nurse promptly if any items require replenishment.

First aid kits are stocked with basic supplies and clear instructions for use and are located in the following areas around the school:

- Administration office
- Lower School (Katie Rogers' office) and Pegasus (Saffron Muigai's office)
- The school buses
- The kitchen
- Main office
- The Boarding House
- Design and Technology room
- The swimming pool
- The science labs
- Art room
- Staff room
- The school gate
- Safe Havens (art centre, boarding house, swimming pool changing rooms & the senior ICT)
- Maintenance department

## **2. School Trips**

During school trips, the School Nurse provides trip organisers with a comprehensive first aid kit. The School Nurse also supplies a detailed list of pupils' medical requirements for the trip. The School's Catering Manager provides a list of dietary requirements.

The first aid kit is accompanied by a list of emergency contact numbers and parent contact details, which may also be shared electronically.

Any prescription medication prescribed for, or brought from home by, a pupil must be accompanied by a completed authorisation form providing parental consent. Medication is kept in a sealed container and is the responsibility of a designated member of staff during the trip. Pupils are not permitted to carry their own medication.

The only exceptions to this are EpiPen auto-injectors for pupils with severe allergies and inhalers for pupils with asthma.

Prescription medication must include:

- I. Name of pupil
- II. Name of medication
- III. Dosage, route and an expiry date,
- IV. Time of administration
- V. Diagnosis or reason for the medication

### **3. Pupils**

Upon admission to the school, parents are required to complete The Banda online Health Form, which must be submitted to the School Nurse. Parents are required to inform the School Nurse of any medical conditions that need to be brought to the school's attention. The form also includes parental consent for the School Nurse to administer first aid and over-the-counter medication.

The Banda School holds an annual AMREF Flying Doctors Maisha Scholar membership, which covers all pupils at the school. This cover includes:

- Unlimited emergency medical evacuation flights
- Unlimited ground ambulance transfers within Kenya for medical emergencies

The AMREF Maisha Scholar membership is mandatory for all pupils at The Banda School, including those covered by an alternative insurance scheme. Membership is renewed annually in September, and parents are automatically invoiced as part of the school billing process. The Maisha Scholar Scheme provides cover only when pupils are on the school premises, travelling directly to and from school, or participating in school-related activities, including trips and fixtures.

It is the responsibility of parents to ensure that their children are appropriately immunised. Immunisation records must be submitted as part of the medical information held by the Medical Centre.

Information from pupils' health record forms is compiled and maintained by the School Nurse and is shared strictly on a need-to-know basis. Relevant information is shared with the Heads of Early Years, Lower School and Upper School, as well as the Deputy Head (Pastoral). Information is not routinely printed, with the exception of details relating to pupils with severe allergies, diabetes or epilepsy. Where additional support is required, an Individual Health Care Plan is drawn up by the School Nurse in consultation with parents and shared with relevant staff.

The School Nurse maintains close communication with parents regarding the supervision of pupil health and the administration of medication. Any concerns are communicated by telephone or email, depending on the nature and urgency of the issue.

The Catering Manager is informed of all food allergies and dietary requirements. This information is also shared electronically with trip leaders for use during school trips and visits.

Medication is administered by the School Nurse or another authorised person. All medicines are stored securely by the School Nurse in accordance with safety requirements.

Prescription medication will only be administered if they are accompanied by the original prescription or a signed parental authorisation form (available at the Medical Centre or on email [clinic@bandaschool.com](mailto:clinic@bandaschool.com)). In the event that neither document is provided, the school will not be able to administer the medication, and a parent or guardian will be required to come to the school to handle the administration personally.

## **4. Injuries and Illnesses**

### **Incidents and illnesses**

In the event of a serious accident, the School Nurse must be informed immediately. If the School Nurse is unavailable, the teacher in charge must continue to take full responsibility for the pupil or casualty until care is formally handed over to another appropriate member of staff.

The School Nurse records full details of the incident on the incident report form (held in the clinic) and on the school database. A copy of the report is filed in the incident file, and a further copy is taken to the hospital. This report includes details of actions taken and timings to support effective medical management.

### **Head Injuries**

In the event of a head injury occurring at school, the School Nurse must be informed immediately. The School Nurse will assess the severity of the injury and provide appropriate first aid. Based on this assessment, the School Nurse will decide whether the pupil should be monitored on site, sent home, or referred to hospital. Parents or guardians will be informed immediately by telephone, and an incident report will be completed by the School Nurse and emailed to parents.

If the injury does not require referral, the School Nurse will advise the Form Tutor or Class Teacher, via email, of the warning signs to monitor. Should any of these warning signs be observed, the pupil must be accompanied to the School Nurse immediately.

In the event of hospital referral, parents or guardians will be contacted immediately by telephone, and an incident report will be completed by the School Nurse. Hospital referrals may include, but are not limited to, deep cuts requiring stitches, suspected fractures, dental injuries, and significant sprains or strains. All hospital admissions are

recorded by the school, including the date, time, nature of the injury or illness and any treatment given.

## **Management of Concussion**

Concussion management at The Banda follows the UK Concussion Guidelines for Grassroots Sport, utilising The Child SCAT6 tool for initial assessments. If a concussion is suspected, the pupil will be removed from P.E., training or matches immediately and referred for medical evaluation.

Guided by the principle 'If in doubt, sit them out,' any player assessed by a nurse for signs or symptoms of concussion will not be permitted to return to play. Once a player is removed for a suspected concussion, they cannot return to the game, even if they appear to have 'cleared' a later assessment.

Following a confirmed diagnosis, the pupil must complete the Graduated Return to Activity and Sport (GRAS) program. In accordance with safety protocols, full competitive play may only resume after a minimum of 21 days from the incident, contingent upon being symptom-free and receiving final clearance from a healthcare professional.

## **Infectious Diseases**

If a pupil contracts an infectious illness, such as chickenpox or COVID-19, the school will require that the pupil remains at home until the illness has subsided and they are fit to return to school. Where there are multiple cases of an infectious illness or virus, the school will communicate with parents as soon as reasonably possible and provide appropriate guidance.

[When do we send a child home?](#)

A child will be sent home if they present with any of the following:

- A temperature above **38°C**
- Diarrhoea and/or vomiting
- Eye infections (e.g. conjunctivitis)
- A rash of unknown origin
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## **Body Fluids**

All staff must follow standard safety practices and procedures when dealing with body fluids. Any waste products must be placed in a disposable bag, fastened securely and disposed of in biohazard bags available from the First Aid Centre.

Soiled clothing should be placed in a biohazard bag, securely fastened and sent home. Any blood or potentially infectious waste must be treated as a biohazard, placed in a plastic bag and delivered to the school's designated biohazard container.

Biohazard waste is collected and disposed of by Biosyte Co. Ltd., Nairobi, in accordance with National Environment Management Authority (NEMA) regulations. All

sharps are disposed of in approved sharps containers and collected and disposed of using the same procedures.

### **Medical Emergency and when an Ambulance is required**

All Banda personnel who witness or otherwise discover anyone in need of medical assistance should take the following steps:

- Take your safety into consideration. Assess the situation and commence first aid – if an ambulance is required, arrange to have someone contact AMREF, Red Cross/ Eplus, Rescue.co or Nairobi Hospital immediately or do it yourself. If the first responder does not feel that an ambulance is required they must immediately notify the School Nurse and Security Manager and provide name, location, and the nature of the emergency.
- **DO NOT** provide medical attention unless you are trained and have the necessary resources.
- Report any exposure to blood or other body fluids to responding medical staff or any senior teacher.
- The School Nurse or first aid trained staff will be dispatched to your location to provide assistance. Upon arrival the School Nurse or first aid trained staff will make an assessment of whether an ambulance is required.
- Notify the Security Manager of the incident as soon as possible.

The Security Manager will investigate the cause of the accident and communicate the findings to the Headteacher/Chairman. The School Nurse will be notified and will complete the required paperwork.

### **5. Staff Medical Cover**

All teaching and administrative staff and their families are provided with an insurance scheme which covers out-patient and in-patient care, to the value of Ksh400,000 per annum for each individual covered. The provider is AON Minet Limited, Nairobi.

Non-teaching staff are also given access to out-patient medical care at Multimedia Medical Clinic which has a doctor, laboratory and pharmacy and Sinai Hospital. The School Nurse supervises the domestic staff care. Support staff are covered by the Multimedia Medical Clinic which is open 24 hours for out-patient care and referrals are made to the relevant medical facilities for in-patient care.

For all inpatient care the mainline hospitals are recommended which may include but are not limited to The Nairobi Hospital, The Aga Khan University Hospital, Gertrude's Garden Children's hospital, Mater Misericordiae Hospital and Nairobi Women's Hospital.

### **Domestic and Ancillary Staff**

All Food Handlers and ancillary staff have their Food handler's medical examination every beginning of term by The Kenya Medical Research Centre and the records are kept in First Aid Centre and with the Catering Manager. Any staff found to have an infection are treated and kept off work for at least 24 hours and re-tested two weeks later.

Deworming medication is also given every 3 months to the Food Handlers, cleaners and Pegasus Early Years (PEY) Teaching Assistants.

Water analysis is carried out termly in an approved laboratory to ensure that it is safe for human consumption.

### **The Banda School Emergency Numbers**

AMREF	0736 359 362 / 0722 314 239 / 0733 639 088
AMREF Flying Doctors	0730 811 811
Office mobile	0709 951 000
Sister Tania	0722 647 389
Sister Agnes	0791 476 536
School Clinic	0725 277 222
Banda Security	0769 569 638
Banda Security (main gate)	0706 152 512
The School's telephone number	(0)20 5131100
The School's mobile numbers	0709 951 000 / 0726 439 909 / 0737 563 438
School trip's mobile number	0793 914 906
Tandu Security Firm	0720 801 079 / 0720 347766 / 0733 347766 / 0780 222 038
Security Manager – Dennis	0722 101 048 (personal)
Hardy Police Station - OCS	0706 523 633
Ultimate Security	0722 725310 / 0733 778 410
Fire Brigade	0721 456033 / 0722 832 930



## The Banda School

Please find below a List of Medications Administered at the Medical Centre

### Syrups and Tablets

Cetirizine  
Piriton  
Ventolin Inhaler  
Calpol

Brufen syrup

Paracetamol tablets  
Brufen tablets  
Arnica tablets  
Emitino syrup & tablets (antiemetic)  
Buscopan  
Bispanol

Nurofen syrup  
Panadol syrup

Fricks lozenges  
Ciplodon 500mg  
Pandol Jr Syrup

### Drops

Saline nasal drops  
Optrex eye drops and eye wash  
Allergy eye drops (Opticrom)

### Topical Creams/Sprays

1st Aid cream  
1st Spray  
Calamine lotion  
Deep freeze spray  
Fastum gel  
Arnica cream  
Intamine (antihistamine)  
Magnesium Sulphate paste  
Burnazine (burn cream)

Betadine Ointment  
Cetrino antiseptic cream

Savlon  
Bactrigras dressing  
Primapore dressing  
Elastoplast  
Melonin dressing  
Opsite post op dressing  
Steristrips

### For Mouth Ulcers

Medijel

Bonjela

### Miscellaneous

Oral Rehydrant Salts

Liquid Paraffin  
Dextrose