



RUGBY SCHOOL
JAPAN

First Aid Policy
Version 1.0

Introduction

The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Japan (RSJ). Children have the right to protection, regardless of age, gender, nationality, culture, sexual orientation, or disability. They have a right to be safe in our School. Members of staff in the School have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.

This policy outlines the responsibility of the School to provide adequate and appropriate first aid to pupils, staff, parents and visitors, and the procedures in place to meet that responsibility. The policy is reviewed annually by the Deputy Principal (Pastoral)..

Aims

- To identify the first aid needs of the School in line with Japan's Public Health Regulations.
- To ensure that first aid provision is available at all times while people are on School premises and also off the premises whilst on School trips.

Objectives

- To provide effective, safe first aid cover for pupils, staff and visitors at all times when pupils there are pupils and staff on the School premises.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To ensure that all staff and pupils and parents/guardians are aware of the systems in place.
- To report relevant accidents and illnesses to the School Nurse, who will report to Japan's Public Health Department when required.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency.

Responsibilities

Personnel

- The School's Board is responsible for the health and safety of their employees and anyone else on the School premises. This includes the Principal, Senior Leadership Team, Deputy Principals, Teaching Staff, Operations and Administration staff, pupils and visitors.
- The Board must ensure that a risk assessment of the School is undertaken and that the staffing, training and resources for first aid arrangements are in place and appropriate.
- The Board should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within their scope of their employment duties.
- The Principal and the Director of Operations have dual responsibility for ensuring that the policy is implemented and for developing detailed procedures.
- The School will ensure that the policy and information on the School's arrangements for first aid are made available to parents/guardians.
- Teachers and all other staff members are expected to do all they can to secure the welfare of the pupils, colleagues and visitors.

Health Centre Staff will:

- provide appropriate numbers of portable first aid kits to Heads of Departments and to School buses as per School risk assessment requirements.
- provide appropriate numbers of portable first aid kits for School trips and fixtures.
- ensure that portable first aid kits within the School are checked regularly, adequately stocked and always to hand. Health Centre staff must be informed if any items are running low.
- ensure that first aid needs within the School are met and assessed.
- take charge if someone is injured or becomes unwell.

- always attend a casualty when requested to do so, and treat the casualty to the best of their ability in the safest way possible.
- ensure that an ambulance or other professional medical help is summoned when appropriate.

First Aiders

Staff at RSJ staff receive regular first aid training from a qualified instructor.

First Aiders will:

- provide first aid care if someone is injured or becomes unwell.
- attend a casualty when requested to do so, and treat the casualty to the best of their ability in the safest way possible.
- summon other professional help, such as School Nurse, Health Centre staff, or an ambulance when appropriate.

Ambulances

If an ambulance is called, then the Health Centre staff or the first aider should make arrangements for the ambulance to have access to the accident site.

Examples of medical emergencies needing an ambulance include:

- A significant head injury
- Fitting, unconsciousness, or concussion
- Difficulty breathing and/or chest pains
- A severe allergic reaction
- A severe loss of blood
- Severe scalds or burns
- The possibility of a serious fracture

All pupils are accompanied in an ambulance by a Health Centre staff member, a House Assistant, or another member of School staff if it is not possible to contact the parents/guardians in time, and they should remain with the pupil until parents/guardians arrive.

Accommodation

The School ensures that suitable medical accommodation is provided in sufficient numbers for medical treatment and care of children during School hours, and at any other time when pupils or staff members are on School premises.

Medical Conditions

Pupils with particular pre-existing medical conditions such as life threatening allergies, asthma, epilepsy or diabetes will be identified at admission and personal arrangements will be made to support the needs of those pupils while maintaining confidentiality as far as is reasonable.

Hygiene/Infection Control

Basic hygiene must be followed by staff members. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of medical waste such as dressings or equipment, and “sharps”. Medical waste will be disposed of in the Health Centre and by using the clinical waste facilities operated by the School.

Procedure in the Event of Contact with Blood or other Bodily Fluids

The first aider should take precautions to avoid the risk of infection in the event of contact with blood or other bodily fluids including:

- Covering any cuts and grazes on their own skin with a waterproof dressing.
- Wearing suitable disposable gloves when dealing with blood or other bodily fluids.
- Using suitable eye protection where splashing may occur.
- Using devices such as face shields, where appropriate, when giving mouth to mouth resuscitation.
- Washing hands after every procedure.

If the Health Centre staff or first aider suspects that they or any other person may have been contaminated with blood or other bodily fluids which are not their own, they should take appropriate action to clean the affected area and take medical advice if appropriate.

The Health Centre staff or first aider will arrange for the proper containment, clear up and cleaning of the contaminated site.

Reporting Accidents

All accidents and incidents must be reported by completing an online “Accident and Incident Form”.

Record Keeping

The School must ensure that readily accessible injury/illness records, written or electronic, are kept for a minimum of 5 years.

All injuries and illnesses that occur to pupils during School hours, must be recorded on iSAMS Medical Centre module. This should include:

- The date, time and place of incident.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards.
- Name of the first aider or person dealing with the incident.
- The names of any witnesses.

Details of all significant injuries and illnesses that occur to staff and visitors during School hours, and/or on School grounds will be recorded in the Health Centres records, and reported that day to the School’s Senior Leadership Team.

All significant injuries that occur at the School or during School hours to pupils, staff and visitors will be reported weekly to the School’s Senior Leadership Team and subsequently reported to the Board. The School must ensure that procedures for informing the parents of pupils involved in significant incidents are in place.

Monitoring

Accident and illness records can be used to help the Principal and Health Centre staff identify trends and areas for improvement.

Records could help to identify training or other needs and may be useful for insurance or investigative purposes.

The School should establish an annual review and analysis of accident records.

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