

BSC Young Learners Ltd. (BSC YL) will ensure that every effort will be made to follow compliance with the relevant legislation, regarding the provision of first aid. It is the primary responsibility of all BSC YL team members to ensure the wellbeing of students in their charge. Although it is the Designated Safeguarding Lead's (DSL) responsibility to manage the overall welfare of the students at the centre, every team member is responsible for the safety and wellbeing of BSC YL students.

## Training

All Management team members as well as other designated team members at the summer school are to attend First Aid Training via an approved training facilitator. This training will be provided by an approved organization such as St John's Ambulance, Red Cross etc. It is mandatory that there is one First Aider on shift at any one time.

## First Aid

Every BSC YL centre will have designated First Aiders who will respond to any incidents or accidents, assessing the type of incident/accident and severity as part of their First Aid training. These First Aiders will be advertised via posters (around the centre) and during team member/student inductions. The incident and accident report books should be completed in detail by the person who first highlighted the incident/accident.

## Facilities

Every activity, excursion and facility will be assessed as part of BSC YL specific risk assessments with the express intention of reducing accidents/incidents. First aid stations are provided at different locations within the school and are signposted on First Aid posters. A suitable First Aid kit must be taken to all sporting events and on all half day/and full day excursions. Carrying First Aid kits during activities/excursions form part of the Activity planning process and is overseen by the Activities Manager.

## First Aid Kits

Every centre will have small and large First Aid Kits available to include:

- A leaflet with general guidance with a contents list
- Alcohol-Free cleansing wipes and hand sanitiser
- Plasters, bandages and dressings
- Disposable gloves and face mask
- Burn dressing, eye wash and eye bath
- Distilled water for cleaning wounds
- Tape, Tweezers and Scissors

## BSC YL Reporting Procedures (HSE)

BSC YL procedures are in line with HSE Approved Methods of the reporting and record keeping of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Team members must complete HSE accident/incident forms and maintain an accident/incident log to record the following:

- Fatal Injury to team members, students or any other people in an accident on the premises.
- Major Injury to team members, students or any other people in an accident on the premises.

## First Aid Policy

- Dangerous Occurrences to team members, students or any other people in an accident on the premises.
- Minor injuries to team members, students or any other people in an accident on the premises

### Medication

Medication such as paracetamol and ibuprofen will be kept in the First Aid kit, but team members must first check any allergies to medication. This information will be provided via comprehensive student lists taken via schoolwork's. All staff must be made aware of student's medical and special requirements.

### Giving students medication

BSC YL team members are not permitted to advise or dispense any medication to students (under any circumstances) without signed consent from the student's parent or guardian. However, it is permitted for International Group Leaders to purchase and provide students with medication if there is signed parental/guardian permission to do so.

### Hospital or Doctor Visit Process

Local information is readily available regarding Hospitals and Doctor clinics. If an accident or incident occurs then the following process should occur:

- First Aider to assess the injury and decide on whether a hospital visit is required.
- Check if an Ambulance is required to transport the students.
- Accident/Incident log book to be completed in detail.
- International Group Leader, Centre Manager and in serious cases Head Office to be informed of the incident.
- Student to be taken to the hospital with their Group leader and a BSC YL team member.
- Written record submitted to both Centre Manager and Head of YL Sales

When determined that a student must attend hospital or a doctor's surgery, the hierarchy of responsibility for taking a student to hospital is as follows:

Welfare Leader  
Centre Administrator (if applicable)  
Activity Leader  
Centre Management

There are exceptions to the above and the decision will be made at the discretion of the Centre Management team.

### Documentation

EU students must take their passport, national ID card or EU medical card when visiting either hospital or a doctor's surgery.

Non-EU students must use their medical insurance (if students do not have these details, more information is available from BSC YL Central).

## Expenses

If a student requires medical assistance, any costs that may incur must be covered by the International Group Leader or by the students (including individual students).

## Advice for first aiders during - COVID – 19

BSC YL recognizes that first aid remains crucial as the country deals with the COVID-19 pandemic. BSC YL offers the following advice for first aiders during the COVID-19 climate, so that BSC YL teams can continue to keep students and staff safe.

In addition to high quality first aid skills, to be effective BSC YL teams need to:

- Be aware of the risks to yourself and to others
- Keep yourself safe
- Give early treatment
- Keep yourself informed and updated
- Remember your own needs
- Follow the guidance

Please refer to the BSC YL Health and Safety Annex more information on how you can apply these skills when managing a first aid incident connected to coronavirus.

## ALL EMERGENCIES

**Call 999:** In the case of an emergency call 999 immediately.

**Call 111:** If a student that continues to feel unwell after medication or rest to get assistance in what are the next steps to take.