



**January 2017**

# **BST First Aid and Medical Policy**

The British School in Tokyo  
School Policy Document

# **BST First Aid and Medical Policy**

## **School Nurses**

BST has 3 qualified nurses, with at least one on each site every school day. The nurses are responsible for dealing with day-to-day illnesses and injuries for both students and staff. All nurses are Japanese speakers and can liaise with local ambulances, doctors and hospitals if necessary.

## **First Aid Resources**

The nurses ensure that there are adequate first aid kits and resources throughout the school on both sites.

First Aid kits can be found in the following locations:

- All classrooms and learning spaces
- All sports and play areas (Shibuya: annex roof, tennis court, memorial hall, gym; Showa: Leo ground, south field, swimming pool, old and new gyms).
- Reception areas
- Business offices
- School buses
- In Go Packs for taking off site

AED machines can be found in the following locations:

- Shibuya foyer
- Shibuya annex, next to Nursery stairwell
- Showa 1F entrance and 3F next to reception desk
- Showa SWU swimming pool

## **First Aid Training**

All new teaching staff joining BST at the start of the school year will take a basic American Red Cross (ARC) First Aid course. This course will be taught by BST school nurses who are qualified ARC Instructors. The course covers basic first aid, child and adult cardiopulmonary resuscitation (CPR) and how to use an Automated External Defibrillator (AED) machine. If staff fail the course they must retake it until they pass.

Staff joining through the year and who miss the training course will take the next available course, most likely the following August.

ARC qualifications will be renewed when they expire.

## **Dealing with incidents**

Staff can deal with local incidents themselves by using the first aid kit in their classroom or office. For more serious situations and in the case of illness students can be sent to the school nurse for treatment. Primary students should not be sent to see the nurse by themselves, they should be accompanied by a teacher, TA or if upper primary by another student. The nurses will keep the class teacher informed of the situation with the student and will take or send them back to class if they are feeling better.

Serious injuries, especially those involving blows to the head, should be sent to the nurse immediately. A record of accidents and incidents is kept on the school network, this must be completed by the staff member nearest the accident/incident at the time (outlining what happened) and by the nurse (outlining what treatment was given).

The emergency telephone number for ambulances in Japan is 119. PE staff who work away from BST buildings and/or take early/late clubs are given an instruction and translation guide if they need to call an ambulance, this guide must be taken to every training session.

### **Swimming Pools**

PE and swimming staff should undergo and pass extended training equivalent to the UK National Rescue Award for Swimming Teachers and Coaches, including the use of spinal boards and underwater CPR.

### **Medicines in school**

Any medicines in school for students can only be administered by the school nurse (for day trip etc. when a nurse is not available, the nurse will hand over the necessary info to the teachers prior to the trip). Nurses can only administer medicines to students with written permission from the parents; parents must complete a Request for Medication in School form, available on the school website here <http://www.bst.ac.jp/useful-information/health-safety/>

### **Epi-pens**

Epi-pens for students in danger of extreme allergic reactions and possible anaphylaxis – 2 epi-pens will be kept in school, one in the medical room and one in the student's bag or classroom. Nurses and teachers must be aware of when and how to use the epi-pen and the possible causes of anaphylaxis.

It is the teacher's responsibility to ensure epi-pens are taken with the student for offsite activities.

### **Cleaning up fluids**

Teachers and TAs should not clean up bodily fluids, vomit & faeces, from floors as germs can spread quickly. At Shibuya staff should contact the nurse who will arrange with the caretaker to clean up any spills. The caretaker should wear appropriate protective clothing and use disinfectant must be used to sanitise the affected area. At Showa staff should contact the nurse who will arrange the clean-up.

### **Infectious diseases**

Students and staff who contract infectious diseases must be absent from school as per doctor's advice and school policy.

School policy for various infectious diseases can be found on the school website here <http://www.bst.ac.jp/useful-information/health-safety/>

Students and staff returning to school after an infectious disease should visit the school nurse when they arrive at school on their first day back to check they are well enough to return. A certificate for returning pupils (available at the link above) should be filled out by the parent and presented to the nurse.

A record of infectious diseases on school must be kept and the information passed on to the local Ward Health Office when requested.

## **Staff Medical checks**

All staff joining BST should complete and medical declaration form prior to starting. The declaration should be passed directly to the school nurse.

BST will also arrange annual medical check-ups for all staff during August INSET, a copy of the results of the medical check-ups will be kept by the school nurse. If the nurse sees anything cause for concern in the medical check-up or declaration they will discuss with the staff member in confidence. If the nurse sees anything they believe will be a danger to the school they will discuss with the staff member and relevant head of school.

Staff are free to opt out of the medical check but they must arrange a medical check-up with their own physician and provide a copy of the results to the school nurse.

BST will also arrange an annual staff Stress Check in November to monitor the mental health of BST staff.

A handwritten signature in black ink, appearing to read 'JDB Christian MA', with a long horizontal flourish extending to the right.

JDB Christian MA  
Principal