



Accident Report and First Aid Policy BIC Sa Porrassa and BIC Sant Agustí

Approved by:	Fernando Vasquez, Operations and Business Manager
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Purpose: This policy outlines the procedure for reporting accidents and incidents that occur within the premises of Baleares International College Sa Porrassa (SAP) and Sant Agustí (SAN) aiming to ensure the safety and well-being of students, staff, and visitors.

It is essential that First Aid is always administered promptly and correctly.

1. Training and Awareness

At BIC, we endeavour to promote health and safety awareness in students and adults, in order to prevent First Aid becoming necessary.

All staff are expected to use their best efforts at all times to secure the welfare of the students. However, the staff at BIC are not trained medical professionals and so are not expected to provide medical treatment. They are expected to provide an appropriate initial response after any medical incident.

All staff should be able to act safely, promptly and effectively when an emergency occurs. They should also:

- Have completed EduCare First Aid Essentials/National College First Aid Awareness online course within the past two years;
- A number of designated staff have received the certified UK Worksafe Paediatric Emergency first aid at work training and must provide a copy of their certificate to school Operations Manager
- Be aware of specific medical needs of the students in their care;
- Be aware of the location of First Aid medical supplies around school (Appendix 1)
- Record any incident where First Aid is administered in the Accident / Incident log sheet available at Reception.
- Ensure they have read and understood both this policy and the school Health and Safety policy
- Read the First Aid section in the annual Staff Handbook and take note of any update emails provided by SENDco/ DSL through the school year, in particular taking note of students with severe medical conditions.
- Training records are maintained and included in the SCR.

2. Reporting Procedure

a. **Immediate Response:**

- In the event of an accident or incident, the nearest staff member or witness must provide immediate assistance to the injured party and ensure their safety.
- If necessary, ask Reception to call emergency services (e.g., ambulance, fire brigade) immediately.
- **Response to injury or illness:** In all cases where an accident involves a **serious injury** (e.g. broken bone) or where there is any doubt about the injury, the injured person is not to be moved, unless in danger. In the event of a **head injury**, the person will not be left alone or unsupervised. In all cases the parents/guardians will be advised of the incident. If further treatment at a hospital or other medical facility may be necessary, the school will advise this.



- In the event the injured person **requires hospital or professional medical attention** it is necessary for our insurance company, Allianz, to be called to authorise which hospital or medical location the person can be taken to. [Allianz: 913 343 293 / Policy number: 046350300. However, in risk of life, call 112 and attend the nearest hospital. It is sufficient to call Allianz afterwards.]

b. Notify Supervisor or Designated Personnel:

- The staff member witnessing or responding to the accident/incident must inform their supervisor or designated personnel promptly.
- If the supervisor is unavailable, notify the designated backup personnel or the school administration.

c. Accident/Incident Report Form:

- Complete an incident report form [Accident Incident Report Form Template July 2025.pdf](#) (copies held at Reception) as soon as possible after the occurrence.
- Include detailed information such as the date, time, location, nature of the incident, individuals involved, and witnesses.
- Describe any injuries sustained and the actions taken to address the situation.

d. Medical Attention:

- Arrange for medical attention or first aid for the injured party, as necessary and provide the student family with any necessary insurance paperwork to attend designated health insurance hospital/clinic A&E department should this be required. All paperwork issued by Reception.
- Staff to follow reporting procedures and medical assistance as set out in the Staff Handbook or HR section of school sharepoint [What to do - Accident at Work - Mutua Umivale.pdf](#)
- Ensure that a trained first aider or medical professional attends to the injured individual promptly.

e. Document and File:

- The Receptionist must submit the completed accident or incident report form to the Operations manager so that this can be communicated to the insurer.
- File a copy of the report in the school's records for documentation and future reference.

Follow-Up Actions:

a. Investigation:

- A thorough investigation into the circumstances surrounding the accident or incident should be conducted to identify contributing factors and prevent recurrence.
- Involve relevant stakeholders, such as supervisors, health and safety officers (where appropriate, the Regional Head of Schools/ RHoS), and witnesses, in the investigation process. A copy of the report must be shared with the Executive Principal, Head of Operations/ School Business Manager or Head of Admin / Admin Lead and the RHoS.

b. Corrective Measures:



- Implement corrective measures or safety improvements based on the findings of the investigation to mitigate risks and enhance safety protocols.
- Communicate any changes or updates to relevant staff members and stakeholders.

c. Support and Follow-Up:

- Provide necessary support and follow-up to the individuals involved in the accident or incident, including medical assistance, counseling, or any other required services.
- Monitor the progress of any injured parties and ensure they receive appropriate care and attention.

3. Trips

Trip Leaders: The staff member organising and leading an off-site trip or activity is responsible for taking and returning the required First Aid kit(s). The First Aid kit should be replenished on return to school if any items are used during the trip. Trip leader must inform Receptionist of items used and Receptionist tasked to order replacements. A member of the staff on the trip should be designated to oversee any First Aid incidents as part of the trip planning process.

4. Parents

Parents are responsible for ensuring the school has accurate and up-to-date medical information about their son/daughter and about arrangements for managing emergencies. The school will accommodate students with medical needs (such as asthma, allergies, regular medication etc.) wherever practicable. Parents should inform the Admissions department of any medical needs as part of the enrolment process and ensure school is kept up to date with emergency contact phone numbers.

5. Administering Medicines

Medicines should not be brought to school. School does not administer medicines except emergency medication when absolutely necessary i.e. **when it would be detrimental to the child's health** if the medicine were not administered. An authorization letter (in English or Spanish) must be provided to school Admissions by the prescribing doctor confirming the dosage and treatment schedule. Parents will be asked to complete a consent to administer medication form (Annex 2). All staff are trained to administer emergency medication of epipens and glucagon injections by SENCO.

New starters medical information is gathered by Admissions via the CRM student medical questionnaire and is passed on to the DSL and SENCO. The SENCO adds the information of any medical needs including emergency medication to the Provision map which is viewable by all staff on the sharepoint. Any student with medical needs is also flagged on isams.

Staff members should immediately notify the SENCO of any new / further medical information gathered from parents or students, so the provision map and isams data are kept up to date and staff are informed in timely manner.

Parent and Emergency contacts are listed in iSAMS and are checked twice yearly, including the start of the academic year by the school receptionist. Parents should inform the school receptionist of any changes, but any staff members who becomes aware of changes in contact details should also inform the school receptionist to ensure the iSAMS records are correct and updated promptly.



6. Infectious Diseases

Students or staff who have contracted infectious diseases should notify the school of this as soon as possible and remain at home until the period of infection (as advised by Ministry of Health guidance) has passed.

Where there are several children in close proximity (class, activity group, etc.) with the same disease (e.g., Chicken Pox or German Measles), the school will notify the staff and parents/guardians of that group where appropriate, so that they can be vigilant regarding symptoms.

In times of any national or international health concerns, the school will follow the guidance issued by the Ministry of Health and issue advice from other international agencies where appropriate.

Review and Evaluation:

1. Regular Review:

- The Head of Operations will periodically review accident and incident reports to identify trends, patterns, or areas of concern. A report of the findings will be submitted to the Executive Principal and the RHoS.
- Use this information to enhance safety procedures, training programs, and risk mitigation strategies.
- This policy will be reviewed by the HoO bi-annually.

2. Continuous Improvement:

- Continuously improve the accident reporting and response process based on feedback, lessons learned, and best practices.
- Encourage staff members to provide input and suggestions for improving safety protocols and procedures.

By adhering to this Accident Report and First Aid Policy, Baleares International College Sa Porrassa and Sant Agustí aims to maintain a safe and secure environment for all individuals within its premises and promote the well-being of its community members.



Appendix 1

First Aid Supplies

BIC Sa Porrassa

First Aid boxes are available around the school for use if needed by all staff/adult visitors. First Aid boxes should be accessible to adults but kept out of reach of young children.

The following is a list of where First Aid equipment can be found in the school:

- Primary Office (portable)
- Gym (portable)
- X2 Science Laboratories (portable)
- EYs playground (portable)
- Staffroom (portable)
- Reception (portable)
- Kitchen

A number of smaller portable First Aid kit is kept at Reception, which is taken on all trips and used by staff supervising break / lunch play time outside. All buses carry a First Aid kit and First Aid kits are maintained at external providers sports centres and sailing centre.

Additional First Aid Items

Students' personal emergency medication (eg Epipen, Glucagon injection) are located in the fridge in the Reception cupboard. They must be labelled with the student's name, class and date. The SENCO is responsible for following up with parents to ensure that every student who requires such medication has it in school and is within date. Information collated from the medical questionnaire relating to Epipens, Glucagon injections will be updated to the provision map by the SENCO.

BIC Sant Agustí

First Aid boxes are located on the wall in each corridor on each floor for use if needed by all staff/adult visitors. First Aid boxes should be accessible to adults but kept out of reach of young children and should be kept locked with the key by the side of or top of each box. A smaller portable First Aid kit is kept at Reception, which is taken on all trips. All buses carry a First Aid kit and First Aid kits are maintained at the sports centres and sailing centre which are visited by the school.

Students' personal emergency medication (eg Epipen, ADHD medications) are located in the Reception cupboard. They must be labelled with the student's name, class and date. Our lead first aider and administrator is Ms Jin Panadés who is responsible for following up with parents to ensure that every student who requires such medication has it in school and is within date.

At both sites a supply of latex gloves is available in reception for dealing with spillages and bodily fluids.

No medicines are kept in the First Aid Boxes.



Appendix 2

Parent consent permission to Administer Medication/Treatment to a student

Name of Student:_____

Date start medication:_____

Date finish medication:_____

Medication/ Dosage/Time:_____

Important additional information or
comments:_____

Signed by parent/guardian of
student:_____

Signed by lead first aider:_____