

FIRST AID POLICY

For school year 2018-2019
Date of approval: 20.08.2018

1. Purpose

- To provide effective safe First Aid for students, staff and visitors;
- To ensure that all staff and students are aware of the system in place;
- To provide awareness of Health & Safety issues within school and on school trips to prevent, where possible, potential dangers or accidents.

2. First-Aider

The term “first-aider” refers to those members of the school who have received special training from a professionally qualified person and are in possession of a valid First Aid certificate.

During the school day, when children are present, either a nurse or a qualified doctor is always on site.

Avenor College ensures that many members of staff are trained in First Aid as “Appointed Persons”. This ensures that qualified first-aiders are available at all times. Additionally, all Romanian first-aiders hold a paediatric first aid qualification as well, included in the CPR training.

The school runs a rolling programme to review and regularly update staff qualifications through our insurance provider.

First-aiders will:

- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other first-aiders or the school Office;
- Identify the disease or condition from which the casualty is suffering; but not treat any illness or injury which is beyond their capability;
- Stay with the casualty until they are handed over to the care of a doctor, paramedic, the hospital accident emergency unit or other appropriate person;
- Help fellow first-aiders at an incident and provide support during the aftermath;
- Not ignore accidents or illness under any circumstances, not refuse to give treatment and assistance if required to do so;
- Respect the patient’s confidentiality at all times and not discuss the patient’s condition with anyone other than the General/Executive Director or the Medical Staff;
- Maintain the highest practical level of cleanliness whenever treating a patient and should take precautions to avoid infection and follow basic hygiene procedures.

First aid boxes - Avenor College

First Aid boxes are located in the following points:

- Junior School: 2nd and 3rd floor
- Senior School: on the ground floor and 1st floor
- Club Building: on the ground floor and 1st floor

First aid boxes - Avenor Nursery

First aid boxes are located in the following points: 1st floor and 2nd floor

- The location of First Aid boxes will clearly be marked on the floor plans in each class and on each level of each building;
- First Aid boxes have to be available at all times, with a valid content, fully stocked and replenished with approved standard items only by the Medical Staff.

Travelling first aid kits

- The Travelling First Aid Kits are located in the Medical Offices; have to be adequately stocked by the Medical Staff and to always be at hand.

Emergency Kits

- Additional to the First Aid boxes located on each floor, the emergency kits are located in the Medical Offices and they are locked in a special emergencies cabinet. Contents are valid and fully stocked.

Major Accidents Definition

- Bleeding which cannot be reasonably treated with cleaning and the application of a plaster.
- A bump to the head where the child reports dizziness or appears disorientated
- Injury to a limb where a bad sprain or fracture is suspected, breathing problems, or fainting
- Casualty who has sustained a significant head injury

The School Office will:

- Inform the Medical Office about the student's medical situation, and whether it was communicated by phone or email by the parent in case of absence;
- Ensure the confidentiality of information with regards to every student.

In case of major accidents, the School Office will:

- Inform the Form tutor and the SLT in writing (the entire Management Team including the Compliance Responsible) about the situation.

Medical Team will:

- Offers first aid in case of a minor or a major accident
- At the start of each academic year, provide the First Aid team and Form tutors with a list of students who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness. Inhalers are clearly marked with the child's name and kept in the Medical Office;
- Have a file of up-to-date medical consent forms for every student in each year and ensures that these are readily available for "staff responsible" for school trips/camps (available for Avenor College). Engage Informational System features on reporting will be used.
- Ensures that in the event where an injury is sufficiently severe, the student is referred for examination to the closest first-aider. An ambulance may also have to be called;
- Contact the student's parents by phone and inform them about the situation;
- Ensure that they always obtain the history relating to a student not feeling well;

- Ensure that First Aid Boxes, Travelling First Aid Kits and Emergency Kits are available, valid and fully stocked and replenished with approved standard items only;
- Ensure that where students require specific medication or have particular medical requirements; this information will be noted in the Medical Register held in the Medical Office. Such records shall be maintained and their contents made known to all employees coming into contact with relevant students, by means of a confidential medical condition;
- Maintain a record of all patients treated in the Medical Register, no matter how trivial;
- Ensure that any special notices are posted to advise on emergency procedures, the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities;
- Insist that any casualty who has sustained a significant head injury is seen by a professional at the hospital, either by sending them directly to hospital or by asking the parents to pick-up a child and personally take them to hospital; ensure that parents are aware of all head injuries promptly. Avenor College recognises that accidents involving the child's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time. Where a student receives a bump to the head as a result of an accident the parents will be informed.

Teachers will:

- Inform the Medical Office about a student's medical condition, in case they have already been noticed by a parent;
- Familiarise themselves with the operational first-aid procedures and ensure that they know who the current first-aiders are;
- Be aware of specific medical details of individual students when forwarded by the school;
- Always send a student who feels generally "unwell" to the Medical Office;
- Always send a student who has minor injuries to the Medical Office, if they are able to walk; At Nursery, this student should be accompanied by a member of staff;
- Never move a casualty until they have been assessed by a qualified Medical Team/first-aider unless the casualty is in immediate danger;
- Send for help from the Medical Team/first-aider and then inform the School Office as soon as possible, ensuring that the messenger knows the precise location of the casualty;
- Reassure, but never treat a casualty unless staff are in possession of a valid first aid certificate or know the correct procedures; such staff can obviously start emergency aid until a Medical Team member arrives at the scene or initiate simple airway measures if clearly needed;
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware;
- Have regard to personal safety and inform the Medical Office about any health situation (incorrect posture, sight difficulties, etc.);
- Inform the Medical Office about the student's medical situation, and if it was announced by phone or email by the parent, in case of absence;
- An accident on the Blood, Head Bruise or Break basis must be reported immediately to the Medical Team and the Incident Report Form (Accident Form for Nursery site) will be completed within 24 hours of occurrence by the appropriate person;
- Sports teachers are first-aid trained and will handle the situation provided that it is within their sphere of competence.

This policy contains an annex with a list of first aiders and their pictures. It is displayed throughout the school.