

# **FIRST-AID POLICY**

### 1. **DEFINITION OF TERMS**

#### **First aid** is defined as:

- Providing help for the purpose of preserving life and minimising the consequences of injury or illness until professional medical support can be obtained (doctor, paramedical, emergency services);
  - and
- Treating minor injuries which would not otherwise receive any treatment or which do not warrant treatment by a medical professional

#### **First Aider** is someone who:

- Has attended a recognized training course on First-Aid/CPR and has a 2 years validity certificate, with national and international recognition and/or
- Has background and experience in the medical field qualifying them to administer first aid without
  the need for special training, such as medical staff with paediatric first-aid and CPR training,
  provided they can demonstrate current knowledge and skills in first aid, the training,

#### 2. PURPOSE

This policy aims to design guidelines to:

- Provide effective safe First Aid for students, staff, and visitors within sites and in outside campus activities organised by the Avenor
- Ensure that all staff and students are aware of the system of first aid policy and procedures
- Provide awareness of Health & Safety issues within sites and on school/nursery trips
- Prevent, where possible, potential dangers or accidents.

This policy is to outline the responsibilities of the staff, in all sites (Nursery, Primary, Secondary).

### 3. POLICY

Avenor College places a high value on the physical and mental health of its students, staff, and any other visitor across campus and is committed to putting in place all reasonable measures to secure health and safety.

During the school day, when students are present, a first aider is always on site.

Avenor College ensures that at least 75% of the staff members are trained in First Aid as 'Appointed Persons'. This ensures that qualified first-aiders are available at all times. Additionally, the first-aiders hold a paediatric first-aid qualification with CPR training.

Avenor runs a rolling program to review and regularly update staff qualifications through our insurance provider. All staff can undertake first aid training if they would like to.

# 4. ROLES AND RESPONSIBILITIES

# All Staff is responsible for:

- Being aware of first aid policy
- Ensuring they know who the first aiders in school/nursery are
- Their own medication, which must be held securely in a locked cupboard, to limit children's access

#### **Teachers** will:

- Always 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/nursery;
- 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 can 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/Nursery Office as soon as possible, ensuring that the messenger knows the precise location of the casualty;
- Reassure, but never treat a casualty unless staff have a valid first aid certificate or know the correct procedures; such staff can start emergency aid until a Medical Team member arrives at the scene or instigate simple airway measures if needed;
- Be aware of personal safety and inform the Medical Office about any health situation (incorrect posture, sight difficulties, etc.);
- In the case of a major accident on the Blood, Head, Bruise, or Break basis, must be reported immediately to the Medical staff and the Incident Report Form (Accident Form for nursery site) will be completed within 24 hours of occurrence, by the appropriate person who was seen or was present when incident/accident happened, or/and medical staff.
- Sports Staff are first-aid trained and will handle the situation provided that it is within their sphere of competence.
- In the case of organising trips, the teacher should request from the medical team the list of students with particular medical issues that are participating in the event. Also, the trip/event organiser should take the first aid travel kit from the medical office.

## **School Office will:**

- Reassure that the Medical Team / first-aiders are informed and already present at the place of the accident;
- Call an ambulance if requested by the Medical Team;
- Contact the student's parents and inform them about the situation by phone if Medical Team can't do it;
- Provide support for first aiders

## 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/nursery office;
- Identify the condition from which the casualty is suffering, but do 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 people;
- 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 Head of School/Nursery or 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.

# The Medical Staff will:

 At the start of each academic year, provide the Teachers and the First Aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness. Inhalers should be marked with the child's name and kept in the Medical Office; The list shall be available on a secure database managed by the Medical Staff, who will assign access rights based on user-specified rules

- Offer first aid in case of a minor or a major accident;
- 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 on 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, using a confidential medical condition;
- 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 a hospital or by asking the parents to pick up a child and personally take them to a hospital; ensure that parents are aware of all head injuries promptly. AVENOR College recognizes 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 some time. If a student receives a bump to the head as a result of an accident, the parents will be informed.

#### 5. RELATED POLICIES AND PROCEDURES

- First Aid Procedures
- Medical Policy
- Health and Safety Policy
- Risk Assessments policy

#### 6. REVIEW AND IMPROVEMENT

This policy has a two-year review.

This policy has been developed following Romanian legislation. If the case, any updates to the legislation will be sought and incorporated into the policy immediately after emergence.

# 7. KEY STAKEHOLDERS

All staff, students, and parents
Forms of dissemination – included in Staff Handbook, Parent's Guide

Policy Date: August 8th, 2018

Revised:	2023
Date of approval in CA:	01.09.2023
In force starting with:	01.09.2023



# PROCEDURES. RELATED DOCUMENTS

### 1. FIRST-AID PROCEDURES

# (I) General Consideration

- Avenor provides first-aid supplies on all sites. First-aid boxes, designed with the situation and mindset the first aider would face, are located in all school/nursery buildings and Emergency Medical Kits are available in the medical office. As a general rule, first aid supplies have a shelf life of 2 years but the boxes are checked by the Medical Staff during every vacation to certify availability at all times and validate the content, stocked and replenished with approved standard items only. The location of First Aid boxes is marked on the plans on each level of each building;
  - In Avenor College, First-Aid boxes are located on every floor of each building (Forest, Green, Central, L'atelier, Arena)
  - ❖ In **Avenor Nursery, First-Aid boxes** are located at the following points: ground floor, 1st floor, and loft
  - ❖ In all sites, Emergency Kits are located in the Medical Offices; they are at hand for emergencies.
- First aiders are advised to proceed according to the knowledge, and medical procedures acquired during First-Aid/CPR training from a qualified trainer/their medical grounding, and to recognize the limits of their competence.
- If doubt exists as to the appropriate risk rating for an injury, this should automatically be referred to emergency services.

# (II) In-site procedures

In the event of an accident resulting in injury:

- The closest member of staff present seek the assistance of a first aider, if appropriate, who will provide the required first-aid treatment;
- The symptoms and associated risk assessments for various medical situations are described in the First Aid course issued by Red Cross Romania.

# A) In case of minor accidents:

- The injured student is sent to the Medical Office, to receive adequate treatment;
- The Medical Team informs the parents by phone, if necessary. At Nursery, the teachers are responsible for letting know the parents about any case of a minor accident without visible marks, information being made when the child is pick-up from Nursery
- In the case of injury with visible marks or head injury, a call will be made by the Medical Team (or in the absence of the Medical Team, by the teacher/coordinator) to inform the parents. As a concussion can reveal itself later, any serious bump to the head should be communicated to the parents:
- The accident will be written in the Medical Register (by the Medical Team).

## B) In case of major accidents:

- The teacher in charge/the member of the staff present at the scene of the accident is responsible all the time to bring the child to the Medical Office
- If the student cannot walk to the Medical Office, the teacher in charge/the member of the staff present at the scene of the accident will request the presence of the Medical Team / first-aiders. The School Office will be informed afterward by the teacher in charge/ the member of the staff present at the scene of the accident
- The School/Nursery Office or Medical Team (if it is possible) will call an ambulance (if necessary);
- The School/Nursery Office or Medical Team (if it is possible) will contact the student's parents and inform them about the situation by phone;
- The School/Nursery Office will inform Compliance/ Coordinator and they will ensure that an injured child who goes to the hospital by ambulance may be accompanied by the person who was present at the accident, who knows the relevant details of the accident and the medical situation of the accident;
- The School/Nursery Office will inform the Form tutor and in writing the entire Management Team about the situation;
- The accident will be logged in the Medical Register (by the Medical Team), and an Accident Report
  Form (for the nursery) / Incident Form (School) will be filled by the teacher/witness of the accident
  and medical team.

# (II) Off-site procedures

When taking students off the school/nursery premises, staff will ensure they always have the following:

- A mobile phone
- A travelling first aid kit
- Information about the specific medical needs of students
- Parents' contact details

### **Travelling first aid kits**

- The Travelling First Aid Kits are located in the Medical Offices; they are adequately stocked by the Medical Staff and are always at hand.
- Before leaving for the trips, the medical team will hand over the kit to the accompanying First Aider Risk assessments will be completed by the teacher in charge before any educational visit that necessitates taking students off school premises.

For all trips, there will always be at least one first aider.

The first aider will assess the injury and decide if further assistance is needed from emergency services. He will remain on the scene until help arrives.

If emergency services are called, the School/Nursery Office will contact parents immediately

The first aider will submit an Accident Report Form (for the nursery) / Incident Form (School) (Appendix 1) on the same day or as soon as is reasonably practical after an incident resulting in an injury.

# 2. KEY CONTACTS

### (I) Medical staff

- Roxana Puṣcă Paediatrician: <a href="mailto:cabinet.medical@avenor.ro">cabinet.medical@avenor.ro</a>;
- Livia Sorohan Paediatrician: <a href="mailto:medical.office@avenor.ro">medical.office@avenor.ro</a>;
- Nursery Medical Nurse <u>medical.office@avenor.ro</u>; 0737 043 476
- Primary Medical Nurse; <a href="mailto:cabinet.medical@avenor.ro">cabinet.medical@avenor.ro</a>; 0737 043 478
- Secondary Medical Nurse; <a href="mailto:cabinet.medical@avenor.ro">cabinet.medical@avenor.ro</a>; 0722 417 699

The Medical Team displays are posted in relevant places so that they can be easily seen.

# (II) First aider list

# Listed in Appendix 1

# 3. RECORD-KEEPING AND REPORTING

- Accident Report Form (for the nursery) / Incident Form (School) will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form in **Appendix 2**
- All report forms will also be added to the student's medical record within Medical Office

Procedures Date: 06.02.2023

Revised:	2023
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Included within the procedures are a number of appendices:

- Appendix 1 FIRST AIDER LIST
- Appendix 2 INCIDENT FORM / ACCIDENT REPORT FORM

# Appendix 1

# FIRST AIDER LIST

# 69 employees (teachers and administrative staff) are qualified as first aiders

Certificate obtained on 29.08.2023		
Andrei Rusu	Julie Neish	Steliana Curelea
Andreea Popa	Joshua Norris	Ionel Voda
Ramona Mucenic	Olivia Robinson	Andrei Mitrea
Ancuța Floreanu	Christiana Kalantzi	Ioana Gafencu
Andreea Dumitrescu	David Mccolgan	Petre Stancele
Liana Ilincescu	Spike Strang	Oana Otves
Monica Braboveanu	Katie Hargreaves	Mihaela Stancu
Israel Rodriguez	Nikki Ireland	Alin Cîrtog
Livia Fortan	Jennifer Taylor	Ioana Slav
Octavia Paul	Dharmesh Chohan	Viorel Capatina
Andrei Dăscălescu	Gillian Carroll	Valentina Pache Nistor
Bogdan Topîrceanu	Salih Gokcel	Irina Zamfir
Marana Matei	Louisa Dăscălescu	Flavia Sentea
Valentin Brabete	Victor Bratu	Andrei Dascalescu
Alexandra Vasile	Andrei Histria	Andreea Sorlei
Paulina Mandache	Cristina Bumboiu	Nadina Negru
Roxana Moisa	Alexandru Anusca	Raluca Rosu
Mihaela Ancuta	Anca Costea	Richard Thomason
Azkawening	Smaranda Nicolau	Mari Nicolae
Luminita Susanu	Corina Iacob	Dana Radu
Irina Anghel	Yasmina Iqbal	Joy Saftoiu
Andrei Balasa	Ana Popescu	Iulia Andreea Anghel
Andrei Vasiliu	Ahmet Salgur	Vlad Oancea

# ACCIDENT FORM (Nursery)

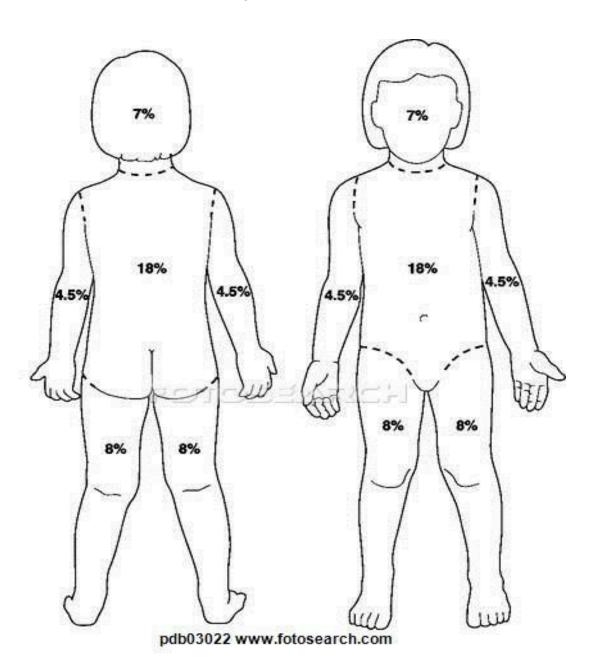
1. Filled in by the teacher/witness:

Child's Name  Date Time Location		
Date Time Location		
Description of agridant.		
Description of accident:		
Teacher/witness name & signature,		
1. Filled in by the medical staff:		
Any bruises, cuts or bumps (describe location, size, colour, and a	mark on the body map	]
on reverse of this form)		
Action taken		
Ask for the following symptoms immediately after the accident:  Did the child lose consciousness?	yes	n
<ul> <li>Is there any bleeding?</li> </ul>	yes	n
<ul> <li>Is the child walking abnormally?</li> </ul>	yes	n
· Has the child vomited?	yes	n
<ul> <li>Are there any signs of dizziness?</li> </ul>	yes	n
<ul> <li>Has the child shown any signs of blurred vision?</li> </ul>	yes	n
· Are there any unusual symptoms or behaviour?	yes	n

Medical staff name & signature

Parent's signature

# **INFANT BODY MAP**



# INCIDENT REPORT (School)

Incident details:
Time:
Date:
Place:
Students involved in the incident:
Witness teacher(s):
Measures to be taken:
Who informed parent:

Students' Form Tutor/Behaviour Coordinator: