

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/incidents.

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.

This policy applies equally to students, staff members and visitors.

In the event of a medical emergency involving a staff member during working hours or while performing school-related duties (on or off campus), first aid will be provided under the same professional standards and procedures as for students.

The present policy regulates strictly the medical first-aid intervention component.

The managerial, reporting, legal, and communication aspects related to staff workplace accidents/incidents are regulated separately under the “Workplace Accident Procedure for Employees”

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

In accordance with Article 188(11) of [Romanian Law no. 198/2023](#) on pre-university education, the continuing professional development of teaching staff must include a mandatory and periodic first-aid course.

As an internal standard that goes beyond the minimum legal requirements, Avenor College aims to ensure that at least 75% of staff members (teaching and non teaching) are trained in First Aid, so that designated first aiders are available at all times in each building and across all activities. Additionally, the first-aiders hold a paediatric first-aid qualification with CPR training.

The School ensures that appropriate first aid coverage is in place for all activities involving students, including clubs, school events, examinations, school transport organised by the School and trips or educational visits.

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
- Managing their own medication in a safe way, so that it is not accessible to children. Emergency medication that must be immediately available (for example asthma inhalers, adrenaline auto-injectors or other life-saving medication) may be kept on the person, in line with individual medical recommendations

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 [Accident Form \(Annex 2A - Kindergarden\)](#)/ [Incident Form \(Annex 2B – School\)](#) 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/incident;
- 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 Medical Staff and, where operationally necessary, the relevant member of the Management Team, always respecting confidentiality rules
 - Maintain the highest practical level of cleanliness whenever treating a patient and should take precautions to avoid infection and follow basic hygiene procedures.
- The comprehensive list of first aiders is updated at least annually and whenever staff changes occur, and it is available to all staff in designated locations and internal platforms

The Medical Staff will:

1. 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
2. Offer first aid in case of a minor or a major accident;
3. Contact the student's parents by phone and inform them about the situation;
4. Ensure that they always obtain the history relating to a student not feeling well;
5. 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;
6. 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 are maintained securely by the Medical Staff. Information about a pupil's medical condition is shared only on a strict need-to-know basis with the staff directly involved in the education, supervision or care of that student, in order to protect the student's health while respecting confidentiality requirements.
7. 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;

8. 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/incidents 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/incident, the parents will be informed.

5. RELATED POLICIES AND PROCEDURES

- I. [First Aid Procedures](#)
- II. [Medical Policy](#)
- III. [Health and Safety Policy](#)
- IV. [Risk Assessments Policy and Procedure](#)

The level of first aid provision (number and distribution of first aiders, equipment and facilities) is reviewed in connection with the School's risk assessment and Health & Safety documentation, and adjusted whenever the risk profile, staff numbers or activities significantly change, in line with Romanian health and safety at work legislation

6. REVIEW AND IMPROVEMENT

This policy has a one year review.

This policy is implemented in accordance with the following Romanian legislation, as further amended:

- [Law no. 319/2006 on Health and Safety at Work](#) and [Government Decision no. 1425/2006](#) approving the methodological norms for its application, regarding the organisation of first aid, emergency response and firefighting at the workplace.
- [Law no. 198/2023](#) on pre-university education, as relevant to health and safety of students.
- [Order of the Minister of Health no. 427/2002](#) on the composition of first aid kits for workplaces – Order [MS/ME no. 2508/4493/2023](#) on medical assistance for pre-school children and students in pre-university education units.
- Applicable data protection legislation, including rules on the confidentiality and secure processing of health data

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

Reviewed:	04.06.2026
Document in force:	01.09.2026
To be revised:	June 2027

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. First aid boxes and emergency medical kits are equipped and maintained in accordance with [Order no. 427/2002](#) on the composition of first aid kits, adapted where necessary to the specific risks identified in the School. The Medical Staff check the contents and expiry dates at every school holiday and whenever needed, to ensure legal compliance and permanent availability. 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
 - 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 by the school staff, in order to receive adequate treatment;
- The Medical Team informs the parents by phone, if necessary. At Nursery, the teachers are responsible for letting the parents know about any case of a minor accident without visible marks, information being made when the child is picked-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 filled 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 teacher in charge/the member of the staff present at the scene of the accident will inform then the School Office/Nursery Office afterwards; If it's necessary, the teacher in charge / the member of the staff present at the scene of the accident inform the School Office to deliver the AED(Automated External Defibrillator) to the Medical Team.
- The School Office/ Nursery Office will reassure that the Medical Team / first-aiders are informed and already present at the place of the accident
- The School Office/Nursery Office or Medical Team (if it is possible) will call an ambulance (if necessary);
- The School Office/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 Office/Nursery Office will inform Compliance/ Coordinator and they will ensure that an injured child who goes to the hospital by ambulance will be accompanied by the person who was present at the accident/incident, who knows the relevant details of the accident/incident and the medical situation of the accident/incident;
- The School Office/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 Form \(Annex 2A - Kindergarden\)](#)/ [Incident Form \(Annex 2B – School\)](#) will be filled by the teacher/witness of the accident and medical team.

(iii) 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

The trip leader is responsible for verifying, before departure, that at least one appointed first aider is present, that the medical office has checked the travelling first-aid kit and confirmed it is complete, and that up-to-date medical and emergency contact information for all students is available

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 Form \(Annex 2A - Kindergarden\)](#)/ [Incident Form \(Annex 2B – School\)](#) 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 Pușcă – Paediatrician: cabinet.medical@avenor.ro ;
- Livia Sorohan – Paediatrician: medical.office@avenor.ro;
- Nursery - Medical Nurse cabinet.medical@avenor.ro, 0756 039 556, 0737 043 476;
- Forest building - Medical Nurse; cabinet.medical@avenor.ro; 0722 217 421
- Green building - Medical Nurse; cabinet.medical@avenor.ro; 0737 043 478

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

(ii) First aider list

91 staff members (teachers and administrative personnel) are certified as designated first aid providers, and the full list is available [HERE](#).

3. RECORD-KEEPING AND REPORTING

- [Accident Form \(Annex 2A - Kindergarden\)/ Incident Form \(Annex 2B – School\)](#) 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/incident including all of the information included in the accident form/incident form
- All report forms will also be added to the student's medical record within Medical Office

Procedures Date: 06.02.2023

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To be revised:	June 2028

ACCIDENT FORM

1. Filled in by the teacher/witness:

Child's Name		
Date	Time	Location
Description of accident:		

Teacher name & signature,

2. Filled in by the medical staff:

Any bruises, cuts or bumps (describe location, size, color and mark on the body map on reverse of this form)
Action taken

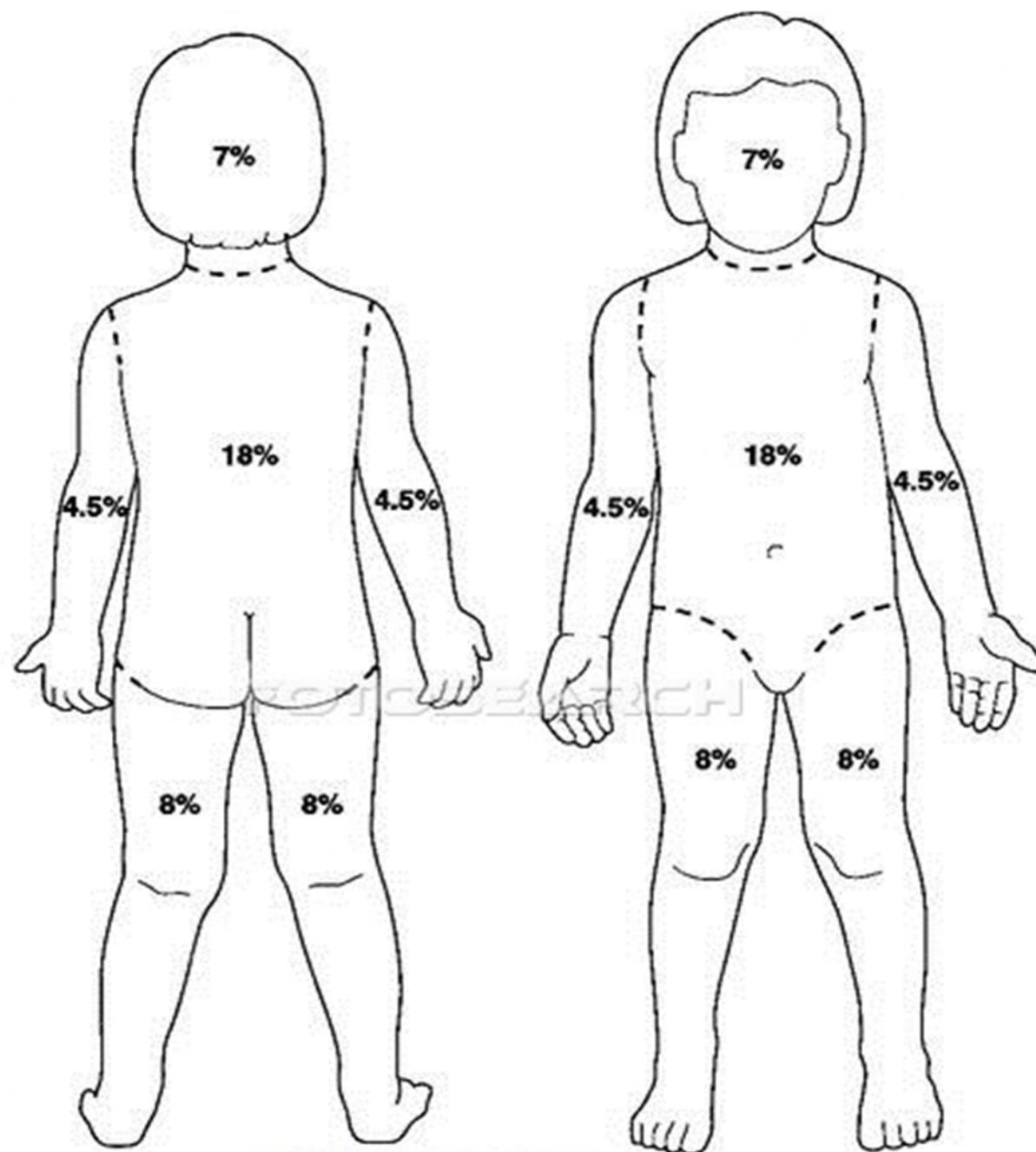
Ask for the following symptoms immediately after the accident:

· Did the child lose consciousness?	yes	no
· Is there any bleeding?	yes	no
· Is the child walking abnormally?	yes	no
· Has the child vomited?	yes	no
· Are there any signs of dizziness?	yes	no
· Has the child shown any signs of blurred vision?	yes	no
· Are there any unusual symptoms or behavior?	yes	no

Medical staff name & signature

Parent's signature

Who informed the parents:



INCIDENT REPORT

Incident details:

Time:

Date:

Place:

Who informed parent: As.med.

Students’ Form Tutor/Behaviour Coordinator: