



International  
School  
Olomouc

## First Aid Policy


### Recording and reporting accidents

*Řád první pomoci a pravidla pro záznam úrazů*



## First Aid Policy & Recording and reporting accidents

(Řád první pomoci a pravidal pro záznam úraz)

<b>School:</b> Česko Britská Mezinárodní škola a Mateřská škola s.r.o., Sokolovská 76/6 00 Olomouc- Czech Republic		779
Policy Leader: <b>Lucimara Knuckles</b>	Date & Signature: Lucimara Knuckles, o.h. 30/8/2018	
Checked & Authorised by: <b>Petr Pospíšil, M.A. (Dunelm)</b>	Date & Signature: 	
Scope: This policy applies to the whole school community.		
Effective from: September 2018	Effective to: June 2019	

### **First Aid Policy, Recording and reporting accidents:)**

Date Due for review: June 2019, reviewed every year

#### Distribution list:

1. Directors
2. Deputy Head of School
3. Deputy Head of Primary School
4. Deputy Head of Secondary School
5. Head of Preschool
6. Teaching staff
7. Parents

### Statement of First Aid organization.

Accidents can be very distressing for anyone involved so at International School Olomouc we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the school. Sufficient staff will be trained to an appropriate level in First Aid to meet the requirements of Health and Safety legislation.

The school's arrangements for carrying out this policy include eight key principles.

1. Establish a procedure for managing accidents in school which require First Aid treatment at the point of need (loss of consciousness, head bumps, broken bones, choking from food, cuts, burns)
1. Name all employees, qualified for First Aid (have at least one qualified person on each school site when children are present), make arrangements to provide training and keep a record of that training. Update training every three years.
2. Report, record and, if possible, investigate accidents (children's, employee's or visitor's accidents). Inform parents of accident.
3. Provide information to employees on the arrangement of First Aid Kit and Body Fluids Spillage kit
4. Provide arrangements for children with particular medical conditions (asthma, epilepsy, diabetes, cystic fibrosis)
5. Hygiene procedures for dealing with the spillage of blood and body fluids (urine, vomit, excrement)
6. Provide guidance on when to call an ambulance.
7. Provide the name of a local or national authority responsible for collecting information on diseases or dangerous occurrences.

### Procedures for managing accidents in school and during off site activities

In a case of an emergency (loss of consciousness, possible spinal injury, severe burns, seizure, shock, possible internal bleeding (chest, abdomen, pelvis, thigh), massive bleeding, head injury, poisoning), the whole school

staff should act in a designated manner, which will lead to personal safety and the safety of the children.

In a case of an emergency stated above, within the school premises (including the playground area), the member of staff present, should be aware of the following steps, when managing the situation:

◆ **call for an ambulance (112–EU, 155– CR)**

(if you have no access to a phone, ask one of the children to call for help (applies to Junior and Senior school only), there should be always at least 3 adults present on school premises in the afternoons, for both Junior School (during the after school club) and Preschool. Always arrange for additional adults to come into the group to maintain ratios.

In a case of a life–threatening situation, never leave a child unattended.

- Parents should be notified immediately (if parents are unavailable, notify emergency contact)
- Keep other children distracted and reassured
- Ensure all medical records and insurance company information of the child are taken to hospital
- Keep monitoring until ambulance comes

In a case of an emergency, stated above, during off site activities, the member of staff present, should be aware of the following procedures, when managing the situation:

- All off site activities must have members of staff holding a valid First Aid kit (the items in the First Aid kit should be considered depending on the remoteness of the professional emergency response–minutes or hours)
- All off site activities must have a developed emergency response plan that addresses evacuation sites, possible hazards, cell phone and other communication equipment, camping locations and distances in order to manage risks
- All off site activities must have members of staff holding the children's insurance company's information and parents' contact number
- call for an ambulance (112–EU, 155– CR)

- Parents should be notified immediately (if parents are unavailable, notify emergency contact)
- Keep other children distracted and reassured
- Keep monitoring until ambulance comes

### Qualified employees for First Aid and arrangements for training

Appointed person and the policy leader for First Aid is Mrs Lucimara Knuckles (Senior/Junior school) and Mrs Ladislava Livingstone (Preschool).

Appointed person for the Employees' and Parents' accident book is Ms Markéta Musiolová.

It is the responsibility of the Head of School to make sure that there is always at least one qualified person on each school site when children are present, as well as on all school journeys.

Whole Junior and preschool staff will undergo a full First Aid course every three years. Employees currently qualified in First Aid are:

<b>Name:</b>	<b>Date of the last training</b>
Dana Smajstrlova	29/11/2016
Katerina Pegg	17/09/2015
Janita Itaniemi	17/09/2015
Marketa Musiolova	25/09/2017
Peter Pospisil	25/09/2017
Barbora Vrastilova	17/09/2015
Ladislava Livingstone	17/09/2015 / qualified children's nurse

It is the responsibility of the First Aid policy leader to monitor the training requirements and inform the school management about the need for an updated training.

### Accident reporting.

All accidents are recorded using the Accident Book located in the Junior/Senior School or Preschool office. The policy leader is responsible to record

accidents that required outside of school treatment (doctors, hospital, etc...) online using the accident form for recording accidents on the school information and management system Skola OnLine.

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident.
- A near miss or "close call" is an event where no person was injured, or property was damaged, however; a recurrence of the event may lead to an injury or property damage. When a "close call" happens, (child or adult slipped on staircase and almost fell, child tripped outside on school premises from sticks or uneven pavement, a child or adult bumps into a loose shelf with books and dictionaries on it, noticing a hornet nest, which can cause an accident,) should immediately send up a red warning flag that something was wrong, unplanned, unexpected and could happen again. The next time it happens, it could result in a serious injury or death.
- The member of staff who witnesses an accident must record it in the appropriate Accident Book (there is a children's accident book, employees' and parents' accident book, near misses log and visitors' accident log) and report it to the respective Head of School. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child.
- Accident forms are checked termly by the policy leader and reported to the respective Head of School. The report should include information on patterns e.g. one child having a repeated number of accidents, a particular area in the school or a particular time of the day when most accidents happen. Any patterns will be investigated by the respective Head of School.
- The respective Head of School will report serious accidents (where the criminal act is assumed or in case of death injuries) directly to the local police department: Policie České Republiky. Contact telephone number: +420 974 766 111. Such accidents will be also reported to Czech School Inspectorate (<http://www.csicr.cz/cz/ucitele-a-skoly/zaznamy-o-urazech>).

- The Head of Preschool will report *serious children's accidents* to the school's insurance company: Česká Pojišťovna. Contact number: +420 841 1124 114
- The Head of Preschool will report *serious children's accidents* (2 days absence or insurance coverage) to the Czech School Inspectorate (<http://www.csicr.cz/cz/ucitele-a-skoly/zaznamy-o-urazech>).
- The Head of Preschool will report serious *staff accidents* (accidents which prevent the injured person from continuing their normal work) to the local Health and Safety authority: Oblastní inspektorát práce pro Moravskoslezský kraj a Olomoucký kraj. Contact number: +420 595 636 016, [ostrava@oip.cz](mailto:ostrava@oip.cz). A report needs to be made within 5 days in the following month after the accident.
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately.
- Where outside medical treatment is required the respective Head of School will inform in writing the insurance company, School Board, and the local School Inspectorate on the fifth day of the month following the month in which the accident happened.
- In case of death accidents, the respective Head of School will inform in writing the insurance company, School Board and the local School Inspectorate immediately within five working days after the accident was reported to the police.

Children's Accident Book (filled in by the adult present during the accident)

For each accident the following will be recorded: the accident number, full name and DOB of the injured child, description of the accident (where, when and how it happened), by whom and what treatment was given.

A form called Accident Report is filled in when the child is absent from school for at least 2 days after the accident or when the insurance compensation is likely to be paid. This form is filled by the adult present at the accident and signed by the Head of Preschool.

Staff Accident Book (filled in by the employer – Ms Musiolová)

## Information on First Aid arrangements

The Policy leader (Mrs Lucimara Knuckles and Mrs Ladislava Livingstone) will inform all employees in Senior, Junior and Preschool school of the following:

- The arrangements for recording and reporting accidents (which accidents need to be recorded and how to record them in the Accidents Record book)
- The arrangements for First Aid kit (what material, equipment we have in the school and where to locate them)

In addition, Mrs Lucimara Knuckles will ensure that signs are displayed in the school (the hallway) providing the following information:

- the names of employees with first aid qualifications
- Location of First Aid boxes.
- Emergency contact numbers (112, 155) (also contact numbers of local police authorities, school's insurance company, and local Health and Safety authority)

## Arrangements for First Aid.

### Materials, equipment and facilities.

The school will provide materials and equipment:

- Non-chlorine based products, paper towels or clean cloths, for cleaning urine, blood, excrement, vomit (detailed method of cleaning the body fluids given below under **point 6**)
- sterile bandages and gauzes, scissors, tweezers, thermometer, band-aids, medical tape, isothermic foil, medicine (Betadine, Nurofen, antihistamines, glucose tablets), sanitary bags and gloves, non-adherent pads, needles, resuscitation mask

The school will provide facilities:

- The location of First Aid kits and equipment is in each classroom, in the teacher's drawer. Also, First Aid kits and the spillage kit is in the staff room (Junior/Senior School). Preschool's First Aid kits are in the Preschool's office.



It is the responsibility of the Policy leaders to check the contents of the kits regularly and report to the respective Head of school which items are missing.

When children are taken on an outing away from our school, we will always **ensure** they are accompanied by at least one member of staff who is trained in first aid and who carries a valid first aid box at all times.

## Blood and Body Fluid Spillage Management

### Definitions

A spillage is contamination of the environment by blood, body fluid or excreta. Spillages are highly unpredictable and can occur in a wide variety of settings in and out of the school premises. All spillages of blood or body fluid should be considered as potentially infectious. The person witnessing the event should deal with spillages immediately. This will reduce the risk of exposure to infectious diseases such as, **Hepatitis B, Hepatitis C, Human Immunodeficiency Virus (HIV)** or further contamination.

A non-chlorine-releasing agent is an agent recommended for the safe disinfection of all spillages, especially in areas where children are present, except urine and vomit, prior to cleaning.

### Risk Assessment

Spillages consist of blood, body fluid or excreta and carry a risk of infection transmission. All spillages should be treated as potentially infectious.

#### Assessment should be made of the:

- content of the spillage – blood, urine, vomit
- size of the spillage.
- material on which the spillage has occurred – fabric, vinyl, metal, other

Blood spillages need to be disinfected using a non-chlorine releasing agent as being safer for closed spaces, especially where children are present.

Where possible, a spillage kit should be available to all staff containing:

- plastic aprons.
- bucket and mop
- gloves
- sanitizer spray (against the bad odours)

- clinical waste bags.
- paper towels or disposable cloths
- hand sanitizer (to be used by the person cleaning the spillage)
- non-chlorine releasing agent
- disinfectant spray or detergent

## Method

### Blood Spillages

- Wear protective gloves
- Soak up excess fluid using disposable paper towels
- Cover area with towels soaked in the available non-chlorine releasing agent (It should be 1 part non-chlorine agent to 10 parts water, put water in container 1st then add product.)
- Leave for at least 2 minutes
- Clean area with hot water and detergent
- Dry area using disposable paper towels
- Dispose the used paper towels and any other towel used for cleaning
- Wash bucket and mop with fresh detergent and water
- Wash hands with antibacterial soap

### Spillages of urine, vomit, excreta:

#### *Personal protection equipment:*

- sanitary gloves (latex if possible)
- face mask (should be used if the fluid is above chest level or if splashing may occur)
- clothing to cover your hands or legs should be worn when splashing of fluid may occur)
- sanitizer (for sanitizing hands)
- detergent or disinfectant for cleaning the area

### *Method of cleaning:*

- The excess of urine/vomit must be absorbed with paper towels first.
- Make sure there are no scrubs left from the vomit.
- Afterwards, apply the disinfectant (or the detergent), leave it on the surface for the recommended time, then rinse with warm water or wipe.
- Ventilate the room to get the odour out.

Grossly soiled carpets or fabric items should always be replaced.

Moisture repellent fabrics should be used where possible.

### Guidance on when to call an ambulance

When the injury is an emergency (loss of consciousness, possibility of a broken bone, excessive bleeding, seizure, shock, massive burns...) an ambulance will be called immediately following which the parents will be called.

When hospital treatment is required but it is not an emergency, then the principal or the employee on the spot will contact the parents for them to take over responsibility for the child.

If the parents cannot be contacted or cannot manage, and if the child's emergency contact next to the parents aren't available, then the Head of School may decide to transport the child to a hospital.

If the Head of School decides to transport the child, there will be another member of staff in the vehicle present, to provide supervision for the injured child.

### Needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, ALL NEEDLES, BROKEN GLASS etc, SHOULD BE TREATED AS CONTAMINATED WASTE. If a needle is found the local authority must be contacted to deal with its disposal.

## Medication guidance and form

The International School Olomouc promotes the good health of children attending preschool, senior and junior school and takes necessary steps to prevent the spread of infection. If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up-to-date.

When dealing with medication of any kind in the preschool and junior school, strict guidelines will be followed.

## Medicines

- No student should be given medication without written consent from the parents. Medicines should only be taken to school when essential.
- A member of staff must supervise a student taking any medications.
- Medications cannot be given to one student by another student. If this happens, both sets of parents will be notified.
- If a student refuses to take medication, staff will not force them to do so. The school will inform the student's parents as a matter of urgency. If necessary, the school may need to call the emergency services.

## Prescription medication

- Parent must authorize and supply the drug in appropriate doses with written instructions
- Prescription medicine will only be given to the person named on the **doctor's prescription**
- Medicines must be in their original containers. The container must be labelled with the student's name, the type of medicine and dosage instructions.
- Those with parental responsibility of any child requiring prescription medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the appropriate form and another member of staff should check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will except written permission once for a whole course of medication or for

the on-going use of a particular medication under the following circumstances:

1. The **written permission** is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
  2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
  3. Parents should notify us **IMMEDIATELY** if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The school will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter
  - If the child refuses to take the appropriate medication then a note will be made on the form
  - Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response

### Non-prescription medication

- The school DOES NOT administer any medication to students
- The school staff can only assist or remind children to take medication if instructions are given in writing and signed by parents
- If a child needs Paracetamol or similar medication during their time at school, such medication will be treated as prescription medication
- If a child's temperature is increasing, the staff will try and reduce the temperature, e.g. remove clothing, fanning, and tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child.
- For any non-prescription cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent and it is the parent's responsibility to provide the cream which should be clearly labelled with the child's name.

### Administering medicines All staff must:

- Check written instructions and authorisation received by the school and confirm with details on the medicine container
- Check the prescribed dosage.
- Check the expiry date of the medicine.
- Check the timing/frequency details
- Check record of last dosage given.
- Check the student's name of the medicine again.
- Complete written record of dosage given, including date, time and signature.
- If the member of staff is in any doubt about any of the details, they should check with the student's parent before giving the medication.

## Arrangements for pupils with particular medical conditions

Our school seeks to provide all children with all medical conditions the same opportunities as others at school in so far as can be achieved in relation to their condition. We will ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

- a) Pupils with medical conditions are encouraged to develop increasing independence in relation to the control of their condition as they progress through the school. The curriculum and learning environment is designed to promote this without adult support.
- b) We include all pupils with medical conditions in all school activities and will reshape activities to suit their needs.
- c) We ensure all staff understands their duty of care to children and young people in the event of an emergency.
- d) We ensure all staff has access to information about how to support a child in an emergency.

Our school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

Parents/carers are informed about this first aid and medical conditions policy and that information about a child's medical condition will be shared with the school senior staff:

- when their child is enrolled at school;
- at the start of the school year or when Individual Health Plans are reviewed;
- via the school's website, where it is available all year round;
- in an individual meeting where the support of identified children with a medical need is discussed and agreed

## Administration – Emergency Medication

- We ensure that pupils with medical conditions have easy access to their emergency medication. b. We will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.
- In some circumstances, medication is only administered by an adult ( who is usually responsible for administering the medication) of the same gender as the pupil, and witnessed by a second adult. This will be agreed in the Individual Health Plan.
- We will ensure that pupils with unknown medical conditions presenting with moderate or severe symptoms are given access to standard first aid measures. In case of an emergency the school will act in loco parentis.
- Telephone permission from parents/carers will be sought before the administration of any medicine not included on an Individual Health Plan.

## Storage

All medication for children must have the child's name clearly written on the original container and kept out of reach of all children and under supervision at all times.

All prescription medications should have notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agrees to administer medication.

The International School Olomouc treats its responsibilities and obligations in respect of health and safety as a priority and will provide on-going training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

## School Visits

The member of staff in charge of organising a school visit is responsible for arranging to take a First Aid kit with them. Every school visit should be accompanied by at least one member of staff who has completed First Aid training.

The school medical lists should be checked and the necessary medical



information recorded and any extra details obtained from parents before students take part in a trip.

The risk assessment for the visit must indicate actions that have been taken to minimise the risk to these students.

All students who carry inhalers or suffer from asthma should be identified. It is essential that students have the appropriate medication and inhalers with them before embarking on the trip.

<b>Non prescriptive medication form</b>
<b>Name:</b>
<b>Date of birth:</b>
<b>Reason for medication:</b>
<b>Name of medication</b> (including brand if non-prescription)
<b>Exact dosage required, for how many days</b> (checked against instructions on medication)
<b>Any specific requirements</b> (e.g. before/after food, amount of liquid to take with)
<b>Comments:</b>
<b>Parental Signature:</b>
<b>Date:</b>

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the Co-Curricular Activities Programme Handbook
- the Staff Handbook
- meetings with parents such as introductory
- communications with home such as weekly bulletins and newsletters