

PORG International School

First Aid Policy

Prepared by:	Katerina Komarkova, Barbora Pastuchova	Date: September 2017
Last update by:	Barbora Gazdova	Date: September 2022
Approved by:	Dagmar Dluhosova	

Introduction

This Policy has been developed to cover all adults (teachers, staff and volunteer staff), pupils, and visitors who are on the school site or during any off-site activity arranged by the school. We endeavour to provide a safe, caring and welcoming environment which is felt by all children and adults at PORG International School.

Publication

This Policy is updated annually and is published to all staff and volunteers. The PORG International School First aid policy is available to school personnel, teaching and non-teaching staff, pupils and parents on the school website.

Overview of this policy

- Abbreviations.
- Staff awareness.
- Aims and objectives of First Aid Procedure in our school.
- Identifying types of injuries.
- Steps to be taken when injury happens.
- Treatments.
- Responsibilities and training.
- Contact details.

Abbreviations

- CPR – Cardiopulmonary Resuscitation.

Staff awareness

All our staff members are aware of the First Aid procedure within PORG International School. Staff members observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities. The school responds swiftly to medical emergencies and reports medical emergencies and incidents as required.


Aims and objectives of First Aid Procedure in our school



PORG International School will ensure:

- the appropriate number of appointed persons required to meet the needs of the school
- that the first aiders receive the relevant training
- that appropriate equipment is provided
- that the appropriate first aid arrangements are in place for off-site activities/trips
- that the necessary first aid arrangements are in place for out of school hours, e.g. before and after school clubs, parents evenings etc
- that staff and parents are informed and aware of the school's first aid arrangements
- that records of all accidents/incidents are kept and, where required, reported to the principal

Identifying types and signs of injury

First aid requirements with identified health care needs should be explained in the First Aid Policy.

Types of injury	Procedure
<p>Injured person feeling unwell</p>	<p>If a student feels unwell, the school should:</p> <ul style="list-style-type: none"> • assess a range of signs and symptoms including: • whether the student has a fever - whether the students skin feels warm/hot to touch - if the student looks pale but has flushed cheeks - whether the student indicates that they feel hot Note: The specific temperature is not the main indicator • act based on the summary of signs and symptoms • immediately seek emergency assistance if there is any doubt about the student’s condition, or a sense that the student’s condition is deteriorating
<p>Injured person has a minor injury</p>	<p>When using an icepack to treat a minor injury such as a bump or bruise:</p> <ul style="list-style-type: none"> • do not apply directly to skin • remove if pain or discomfort occurs and use a cold compress (towel or cloth rinsed in cold water) as an alternative
<p>Injured person has a major injury</p>	<p>When injured person is unresponsive or unconscious start ABC’s:</p> <ul style="list-style-type: none"> • A - airway (Opening the airway with a head tilt-chin lift manoeuvre) <div style="text-align: center;">  </div> <ul style="list-style-type: none"> • B - breathing (Looking, listening and feeling for breathing)

	 <ul style="list-style-type: none"> • C - CPR (Perform chest compressions to support circulation in those who are non-responsive without meaningful breaths) 
<p style="text-align: center;">Other injuries</p>	<p>When an injury causes a nosebleed then an ice pack should not be used instead a cold compress may be used.</p> <p>In the following circumstances an icepack/cold compress should not be used and medical help should be sought (usually by calling an ambulance):</p> <ul style="list-style-type: none"> • loss of consciousness, even if only briefly • a less than alert conscious state • suspicion of a fracture • suspicion of a spinal injury • damage to eyes or ears • penetration of the skin • deep open wounds
<p style="text-align: center;">Medical emergencies</p>	<p>In medical emergencies dial 155 or 112 and inform the medical staff of:</p> <ul style="list-style-type: none"> • your name • your location • type of injury <p>Stay calm and follow their advice.</p>

Steps to be taken when injury happens

- The injured person if possible (or a witness) informs a PORG employee immediately.
- If necessary, the employee gives first aid. In non-urgent cases, the employee seeks a medic with the appropriate certificate who gives first aid themselves.
- **The first aid kits are in the teachers' office and in the kindergarten.**
- In case the injury is serious, the employee calls **155** (ambulance service) or **112** (emergency dispatcher) immediately.
- The employee informs the school principal and the office manager immediately.
- The principal specifies measures against the occurrence of the injury.
- **The employee treats the injury and informs the student's parents.**
- **The employee records the injury into the book of injuries located in the teacher's office.**
- The employee fills out the record with the signatures of the injured person as well as the witnesses (even if the injured person is not present). A copy of the record is delivered to the student's parents.
- The office manager reports the injury to the school health insurance company as well as to the police of the Czech Republic in case there is a suspicion of a crime or a transgression.
- The office manager sends the record about the injury to the student's health insurance company and the appropriate inspectorate by the fifth day of the following month at latest.
- The principal of PORG International School deposits the documents connected with the injury in the Health and safety documentation folder.

Contact details

The following information outline the contact details of named staff in school.

First aider

- Headteacher Barbora Gazdova
gazdova@porg.cz
- Teacher Katerina Mlcochova
mlcochova@porg.cz
- Teacher Veronika Krzinova
krzinova@porg.cz
- Teacher Jeff Short
short@porg.cz

Ambulance

- Emergency 155 or 112

To record the injury, please see the attachment.