PORG International School

First Aid Policy

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Introduction

PORG International School is committed to providing a safe, supportive and caring environment for all children, staff, parents, visitors and volunteers. This First Aid Policy applies to all members of the school community during the school day, before and after school activities, educational visits and off-site activities organised by the school.

This policy applies to all pupils in the school's Primary and Early Years Foundation Stage (EYFS) provision. It has been adapted to align with British Schools Overseas (BSO) standards and complies with applicable local laws, regulations and health and safety requirements of the Czech Republic, alongside relevant safeguarding and welfare expectations.

The school recognises its responsibility to safeguard and promote the welfare of children, to provide appropriate first-aid arrangements, to ensure staff are trained and confident in responding to accidents, injuries, and medical emergencies, and to meet the welfare requirements for children in the Early Years Foundation Stage (EYFS).

Aims of the Policy

The aim of this policy is to ensure the health, safety and welfare of pupils, staff and visitors by providing effective first aid response procedures and ensuring that all children receive immediate attention when injured or unwell. The policy also ensures that suitable first aid equipment and facilities are maintained, that the school complies with EYFS safeguarding and welfare requirements, that appropriately trained first aiders are available at all times, and that there is clear communication with parents and emergency services when required.

Responsibilities

The School Principal

The Principal is responsible for ensuring that appropriate first aid arrangements are in place, that sufficient numbers of trained first aiders are available, that first aid training is renewed as required, that risk assessments are completed for school activities and trips, that accidents are recorded and monitored, and that this policy is implemented effectively.

First Aiders

Trained first aiders provide immediate first aid treatment, assess situations and decide whether further medical assistance is required, maintain first aid supplies, record accidents and treatment provided, and communicate with parents when necessary.

At least one person with a current, full-course Paediatric First Aid (PFA) certificate must be on the premises and available whenever EYFS children are present, and must

accompany EYFS children on outings. The school will plan cover so that this requirement is maintained throughout the session.

All Staff

All staff members are responsible for taking reasonable care of pupils and themselves, reporting accidents and concerns immediately, knowing how to contact a first aider, and following health and safety procedures.

First Aid Provision

The school provides clearly marked first aid kits located in key areas of the school, portable first aid kits for trips and outdoor activities, access to emergency contact details for all pupils, hygienic and safe first aid supplies, and supervision for injured or unwell children until they are collected or medically assessed. First aid kits are checked regularly and restocked when necessary.

EYFS Requirements

EYFS children must be supervised by staff who know the children, their relevant health needs and the school's emergency procedures. The arrangements below apply throughout the EYFS day, including classroom and outdoor play, meals, transitions, shared school areas and off-site activities.

Any serious accident, illness or injury involving an EYFS child must be reported to the Principal and the child's parent or carer as soon as possible. Emergency services must be called without delay when required.

EYFS first-aid cover

The school will maintain a daily cover plan identifying the staff member with a current full-course PFA certificate, their location and the arrangements for breaks, staff absence, transitions and activities in other parts of the campus. The first aider must be able to reach the EYFS children promptly. At least one member of staff with a valid full-course PFA certificate must remain in the room while EYFS children are eating.

The PFA certificate must meet the current EYFS criteria and be renewed every three years. The school will keep a record of certificates and expiry dates and arrange refresher training where appropriate. If the required PFA cover is temporarily unavailable, the EYFS lead must arrange suitable cover before EYFS provision continues.

During an incident, one adult should provide or summon first aid while another adult maintains supervision of the other children and the required staffing arrangements. A child must not be left alone while awaiting help.

EYFS first-aid equipment and health information
A suitably stocked, clearly identified first-aid kit must be readily accessible to EYFS staff, including during outdoor play and movement between school areas. A checked portable kit and relevant emergency contact and health information must accompany EYFS children on outings. The designated member of staff checks supplies regularly and replaces used or expired items.
Before a child attends, the school will obtain and keep current the parent or carer's emergency contact details and information about relevant medical conditions, allergies and individual healthcare needs. Staff who need the information to care for the child must know where to find it. Prescribed emergency medication must be stored accessibly and managed under the child's healthcare plan and the school's Medication Policy; it must not be kept in a general first-aid kit.

EYFS response, medicines and supervision
Staff should reassure the child, protect their dignity and privacy, and provide first aid within their training. For a serious or potentially life-threatening condition, call 155 or 112 immediately, give the dispatcher the school location and nature of the emergency, and follow their instructions. A member of staff should meet and guide emergency responders to the child. Inform the Principal and parent or carer as soon as practicable.
This policy does not itself authorise the administration of medicines. Staff may administer or support a child to take prescribed emergency medication only in line with the child's healthcare plan, the Medication Policy, the required parental consent and staff training. Record the medicine, dose, time, person administering it and any follow-up action. Do not delay calling emergency services to contact a parent.

Staff awareness

All teachers working with Primary and EYFS pupils have completed general first-aid training relevant to their work in a school with children. This training supports their response to accidents and sudden illness and does not replace the requirement for designated paediatric first aid cover in EYFS.
All staff receive regular guidance and training on first aid procedures, emergency response protocols, safeguarding responsibilities, accident reporting and recording, and infection control and hygiene practices. Staff are informed about the location and use of first-aid equipment, procedures for contacting trained first-aiders, and the steps to follow in the event of a medical emergency or serious injury.
Training is provided through staff induction, annual policy reviews, refresher sessions and safeguarding updates to ensure that all employees remain aware of their responsibilities and current best practice. Staff working within EYFS provision receive additional guidance relevant to the care and welfare of younger children, including age-appropriate emergency response, supervision requirements and communication procedures with parents.
The school promotes a culture of vigilance and responsibility in which all staff understand the importance of responding promptly and appropriately to accidents,

injuries, and medical concerns to safeguard the health, safety, and wellbeing of all pupils.

Identifying Types of Injury and Appropriate Procedures

Types of injury	Procedure
Child or adult feeling unwell	Staff should assess symptoms such as fever, pale appearance, breathing difficulty, dizziness, pain or unusual behaviour. The child should be supervised and reassured. Parents should be contacted if necessary. Emergency services must be contacted immediately if symptoms worsen or there are concerns about the person's condition.
Minor injury	Minor cuts, bruises, bumps or grazes should be cleaned and treated appropriately. Ice packs should always be wrapped in cloth and never applied directly to skin. Children should continue to be monitored after treatment.
Major injury	In serious situations, staff should follow emergency first aid procedures and contact emergency services immediately. Staff should assess: Airway, Breathing and Circulation (ABC). CPR should only be administered by trained staff when required.
Head injury	Any child with a head injury must be closely monitored. Parents must be informed. Emergency medical support should be sought if there is loss of consciousness, vomiting, confusion, drowsiness or any worsening symptoms.
Nosebleed	The child should sit upright and lean forward while pressure is applied to the nose. Ice packs should not be applied directly to the nose. Medical advice should be sought if bleeding continues.
Suspected fracture or spinal injury	The injured person should not be moved unless they are in immediate danger. Emergency services must be called immediately.

Types of injury	Procedure
Medical emergency	Call emergency services (155 or 112) and provide: your name, school location, details of the injury or illness, and the condition of the injured person. Follow the instructions provided by emergency personnel.
Choking	Act immediately using the age-appropriate response covered by the staff member's PFA training. Call 155 or 112 if the child is in serious difficulty, becomes unresponsive, or staff are unsure what to do. Another adult should supervise the other children. Inform the parent or carer and record the incident and any intervention.
Suspected severe allergic reaction	Follow the child's individual allergy or healthcare plan. For a suspected anaphylactic reaction, call 155 or 112 immediately and use the child's prescribed emergency medication only as set out in the plan and by staff who are trained to do so. Inform the parent or carer and record the action taken.
Seizure	Protect the child from nearby hazards, do not restrain them or put anything in their mouth, and follow their healthcare plan and the first aider's training. Call 155 or 112 if the seizure is a medical emergency, the child has difficulty breathing or is injured, or the plan directs staff to do so. Inform the parent or carer and record the incident.

Procedures Following an Accident or Injury

When an accident or injury occurs, the injured person or a witness must inform a member of staff immediately. A trained first aider should assess the injury and provide appropriate treatment. If necessary, emergency services should be contacted immediately, and the Principal and office staff should be informed of serious incidents. Parents or guardians must be informed as soon as possible, and all accidents must be recorded in the school accident record system. Serious incidents will be reviewed to reduce future risks and improve safety procedures.

For every EYFS accident or injury, including an incident requiring first aid, the parent or carer must be informed on the same day or as soon as reasonably practicable. Staff should explain what happened, the first aid given and any action the parent should take, and record when and how the parent was contacted.

Infection Control and Hygiene

PORG International School is committed to maintaining high standards of hygiene and infection prevention throughout the school to safeguard the health and wellbeing of pupils, staff and visitors. Staff administering first aid are expected to follow appropriate hygiene procedures at all times and to minimise the risk of cross-contamination when treating injuries or illnesses.

Staff should wash and sanitise their hands before and after administering first aid and must wear disposable gloves when dealing with blood, bodily fluids or open wounds. Any contaminated materials, including gloves and dressings, must be disposed of safely in accordance with local health and safety regulations. Surfaces and equipment used during treatment must be cleaned and disinfected appropriately after use.

Pupils who show symptoms of infectious illness will be monitored carefully and managed in line with school health guidance and local public health recommendations. Parents may be contacted and asked to collect their child if the child is unwell or presents a risk of infection to others. The school follows recommended exclusion periods and hygiene procedures to reduce the spread of illness within the school community.

The school promotes good hygiene practices among pupils through regular handwashing, respiratory hygiene and maintaining clean learning environments. Additional infection control measures may be introduced when required in response to public health guidance or increased levels of illness within the school.

Infection Control and Hygiene in EYFS

Within the EYFS provision, PORG International School recognises that younger children require additional support and supervision in relation to hygiene and infection control. The school is committed to providing a clean, safe and healthy environment that supports children's welfare and complies with EYFS safeguarding and welfare requirements as well as local laws and regulations.

Staff working in EYFS ensure that hygiene procedures are consistently followed throughout the day. Children are supported in developing good hygiene habits, including regular handwashing before meals, after using the toilet, after outdoor play and after contact with bodily fluids. Staff administering first aid must wash and sanitise their hands before and after treatment and wear disposable gloves whenever necessary.

Toys, learning materials, tables, bathroom facilities and frequently touched surfaces are cleaned regularly to minimise the spread of infection. Any contaminated materials or waste are disposed of safely and hygienically. Bedding, soft furnishings and shared equipment are cleaned routinely in accordance with health and safety guidance.

Children who appear unwell or show symptoms of infectious illness are supervised carefully, and parents are informed promptly. Where necessary, children may be separated from the group in a safe and supervised area until they are collected. The school follows local public health guidance regarding exclusion periods, infectious diseases and reporting procedures.

The EYFS team works closely with parents to promote children's health, hygiene and wellbeing and to ensure that any medical concerns, allergies or health conditions are appropriately managed.

Infection Control and Hygiene in Primary

Within Primary, staff administering first aid must follow the school's hygiene procedures and minimise the risk of cross-contamination when treating injuries or illness.

Staff should wash and sanitise their hands before and after administering first aid and must wear disposable gloves when dealing with blood, bodily fluids or open wounds. Any contaminated materials, including gloves and dressings, must be disposed of safely in accordance with local health and safety regulations. Surfaces and equipment used during treatment must be cleaned and disinfected appropriately after use.

Pupils who show symptoms of infectious illness will be monitored carefully and managed in line with school health guidance and local public health recommendations. Parents may be contacted and asked to collect their child if the child is unwell or presents a risk of infection to others. The school follows recommended exclusion periods and hygiene procedures to reduce the spread of illness within the school community.

The school promotes good hygiene practices among pupils through regular handwashing, respiratory hygiene and maintaining clean learning environments. Additional infection control measures may be introduced when required in response to public health guidance or increased levels of illness within the school.

Educational Visits and Off-Site Activities

The school ensures that risk assessments are completed before visits, appropriate first aid kits are taken, emergency contact details are available, and at least one trained first aider accompanies pupils. EYFS trips will always include a paediatric first aider.

PORG International School is committed to maintaining clear, accurate and confidential records of all accidents, injuries, illnesses and first aid treatment provided on the school premises or during school activities. Effective recording and reporting procedures support the safeguarding and welfare of pupils, ensure appropriate follow-up actions are taken, and help the school monitor health and safety standards across both Primary and EYFS provision.

All accidents and injuries, regardless of severity, must be recorded as soon as possible after the incident by the member of staff or first aider involved. Records should include the name of the injured person, the date, time and location of the incident, details of the injury or illness, treatment administered, actions taken, and the name of the staff member providing assistance. Any communication with parents or emergency services must also be documented.

For every EYFS accident, injury or first-aid treatment, staff must make a written record as soon as possible. The record should include the child's name, date, time and place; what happened and any witnesses; the injury or symptoms; first aid and any medication given; action taken, including referral to emergency services; and parent or carer contact and follow-up. Any choking incident that required staff intervention must also be recorded and reported to the parent or carer.
In cases involving serious injury, head injury, loss of consciousness, suspected fractures, hospital treatment or emergency medical intervention, the Principal and relevant members of staff must be informed immediately. The school may conduct a review of serious incidents in order to identify contributing factors and implement measures to reduce future risks.

All records are stored securely and treated as confidential in accordance with data protection requirements and local legislation. Access to records is restricted to authorised staff members only. Accident records may be reviewed periodically to identify patterns, recurring hazards or areas requiring additional safety measures or staff training.

Where required by local laws, regulations or insurance procedures, the school will report incidents to the relevant authorities, health and safety bodies, insurance providers or other external agencies. The school will cooperate fully with any investigation or follow-up process related to a reported incident.

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 in the school information system.

Key Contacts

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

First Aiders

Teacher	Katerina Mlcochova	mlcochova@porg.cz
Teacher	Veronika Krzinova	krzinova@porg.cz
Principal	Barbora Gazdova	gazdova@porg.cz
Emergency	Ambulance	155 or 112

PORG INTERNATIONAL SCHOOL

Procedures Following an Accident or Injury

PORG INTERNATIONAL SCHOOL

FIRST AID
Be Prepared. Save Lives.

CPR

When an injured person is unresponsive or unconscious start ABC's:



A – AIRWAY
Opening the airway with a head tilt-chin lift manoeuvre.



B – BREATHING
Looking, listening and feeling for breathing.



C – CPR
Perform chest compressions to support circulation in those who are non-responsive without meaningful breaths.

PROCEDURE

1. **ASSESS**
   Check the scene for safety.
   Assess the injured or unwell person.
2. **RESPOND**
   Call for help if needed.
   For medical emergencies dial 155 or 112.
3. **CARE**
   Provide appropriate first aid.
   Follow the guidance for the type of injury or condition.
4. **MONITOR**
   Stay with the person. Monitor their condition and provide reassurance.
5. **REPORT**
   Inform a teacher or staff member.
   Record the incident as per school policy.

TYPES OF INJURY

Injured person feeling unwell

If a student feels unwell, the school should:

- 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

Injured person has a minor injury

When using an icepack to treat a minor injury such as a bump or bruise:

- 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

Injured person has a major injury

When an injured person is unresponsive or unconscious start ABC's:

- **A – airway** (Opening the airway with a head tilt-chin lift manoeuvre)
- **B – breathing** (Looking, listening and feeling for breathing)
- **C – CPR** (Perform chest compressions to support circulation in those who are non-responsive without meaningful breaths)

Other injuries

When an injury causes a nosebleed then an ice pack should not be used instead a cold compress may be used.
In the following circumstances an icepack/cold compress should not be used and medical help should be sought (usually by calling an ambulance):

- 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

MEDICAL EMERGENCIES

Dial 155 or 112
and inform the medical staff of:

- your name
- your location
- type of injury

Your quick action can save a life.
Stay calm. Act fast. Stay safe.

Be prepared.
Be responsible.
Be caring.