



International School

First Aid

Policy

2024

Introduction

This policy outlines Park Lane International School's responsibility to provide adequate and appropriate first-aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy applies to all pupils in the school including EYFS. The policy will be reviewed annually by SMT and the Premises, Environment, Health and Safety (P.E.H&S) Committee.

We aim to ensure that our policy is in line with the *DFE Guidance on First-Aid for schools - Guidance on First Aid for Schools*.

The school aims to:

- provide First-Aid training for new and existing staff at the start of each school year;
- provide prompt and appropriate responses to cases of illness and injury to children and staff on school premises and whilst accompanying children off site on school trips;
- ensure compliance with all relevant legislation;
- ensure there are sufficient numbers of competent staff within the school environment to provide basic first-aid support;
- ensure there are suitable facilities on the school site to administer first-aid;
- identify and implement reasonably practical arrangements for dealing with first-aid incidents;
- keep accident records and report to the relevant authorities where necessary.

Medical Provision

Park Lane has dedicated First-Aid rooms at the Valdstejska and Norbertov sites and full-time School Nurses are based at both locations. The nurses at the Prague 1-Valdštejská and Prague 6-Norbertov sites are available from 08:00-16:00 daily. The School has additional staff that are trained, qualified and designated as First-Aiders. A list of trained staff is available from the school office and in the staff room.

First-aid kits are placed in all classrooms and along with a list of trained first-aid staff, which is also displayed in staff rooms.

This first-aid equipment is checked and restocked regularly by the School Nurse.

There are also mobile first-aid bags in the medical rooms to be used when groups of pupils go out of school on organised trips or to participate in sporting events. A fully kitted medical bag is taken to our off-site PE venues.

All new students and staff are given information on where to go for help in the event of an accident.

Visiting the School Nurse or Designated First-Aider

- If a child is injured or ill during the school day, the class teacher, teaching partner or duty teacher will send them to the School Nurse at our Prague 6-Norbertov site or Prague 1-Valdštejská sites or a designated first-aider at the Úvoz, Sibeliova and Prague 5-Nessie sites.
- The individual will be assessed by the nurse (or in her absence, a qualified first-aider) who will assess, treat (when appropriate) and record the incident.

- The child will remain under the care of the School Nurse or first-aider until it has been determined that they are well enough to return to class or play.
- In the event that a child is unable to recover, he/she will be kept in the first-aid room or school office and parents or carers contacted to collect the sick child.
- If a child is sent home, the Nurse or First Aider will inform the class teacher (Primary) or Office (Secondary) so that attendance records can be updated.
- If a child becomes unwell and if the school has any worries or concerns about a child's health, parents will be contacted at the earliest convenience.
- If any child is reported to have an infectious illness (e.g. chicken pox), all affected families will be informed by the school nurse via email.
- The school nurse will always inform the child's parents and class teacher/Head of Year via email if they have visited the Medical Room for anything other than a minor injury, or if they have visited the Medical Room more than 3 times in a given week.
- An injured or sick child will never be sent home independently unless the School Nurse has assessed that it is safe to do so.

Serious Accidents, Head and Neck Injuries

- If there is any doubt or continued concern about a child's condition they will be taken to hospital either by ambulance or car, accompanied either by the School Nurse, a member of the PLT, SLT or SMT or a qualified first-aider.
- If the child has suffered a head or neck injury, they should be escorted by an adult and **kept under adult supervision at all times** until an ambulance or their parents/carers have arrived, **unless the School Nurse** deems it safe for them to return to class/play.
- The school will always notify parents at the earliest convenience if a child suffers anything more than a trivial injury.
- If a child receives an injury to the neck or head, an ambulance should be called immediately, unless the School Nurse deems that it this is not required because the injury is not serious (**only the School Nurse or Designated First Aider can take this decision**) and parents should be informed at the earliest convenience - **no later than 20 minutes after the accident is believed to have taken place.**
- If a private car is used to take a child to the hospital, the member of staff concerned must ensure that the injured child has a booster seat (where needed) and the car is fully insured to transport pupils.
- In all cases of hospitalisation, one or both parents/carers will be contacted and requested to go directly to the hospital where they will be met by a member of the school staff.
- Relevant paperwork should be completed by all members of staff involved (see below).

School Trips and Residential

- At the beginning of the school year, all parents/carers are asked to complete a Residential Trip Health Form (Appendix 1). This information will be given to trip leaders if your child attends any educational visits during the course of the school year.
- Trip leaders/first aiders may dispense medication on trips, only where the parents have given written or verbal instructions for doing so.
- On **school trips and residential**, there will always be first-aid qualified members of staff in attendance. The above procedures will remain in place **as far as is reasonably possible.**
- Parents should always be notified, at the earliest convenience, if a child becomes ill or suffers an injury.

- Parents should always be asked whether they would like their child to see a doctor if they become sick or are injured.
- All children on trips should have their medical cards (or a copy of the card) with them at all times. A copy is taken by the school at the start of the year. Any changes should be reported to the School by the parents/carers.
- It is a parent's/carer's responsibility to notify the school of any existing medical conditions and or changes to the diet or allergy status, or medical insurance details.

Recording Accidents/Incidents

- The school keeps records of all accidents and injuries. These are reviewed regularly by the Vice-Principal/ Head of Primary, Head of Secondary, School Nurse and the *Premises, Environment, Health and Safety (P.E.H&S) Committee* to minimise the potential for recurrence.
- The school also keeps a record of any first-aid treatment, non-prescription medicines or treatment given to a child.
- The school will always notify parents if a child suffers anything more than a trivial injury.
- If a child receives an injury to the neck or head, A 'Head Injury Advice for Parents' form (Appendix 2) should be completed and given to parents when they collect their child.
- Appendix 3 is the Accident/Illness/Incident report form. *N.B. This form does not differentiate between an accident and an incident; it should be completed as soon after the event has taken place as possible and before any investigation has begun.*
- If required, witness/first on the scene statements (Appendix 4) should be taken from anyone who was near to the incident or saw what happened, to gain as accurate a picture as possible. These should include as much detail as possible and be passed to a member of the SMT who will share a copy with the relevant Health and Safety Officer.

Dispensing of medicines

¹Members of staff must not dispense prescription or non-prescription drugs to pupils. The only exception to this are those pupils on school trips where written or verbal instructions have been given by parents.

Bodily fluids

Hygiene procedures are in place for dealing with the spillage of body fluids. Hand sanitizers are available throughout the school. Disposable gloves must be worn when dealing with bleeding injuries and any spillage of bodily fluids.

Staff attending accidents involving pupils

- Any member of staff in charge of an activity where an accident occurs to a pupil or who attends or who comes across the scene of an accident must do what they can to ensure the most appropriate and rapid treatment of the pupil concerned takes place.
- Colleagues should react with as much calm and reassurance as they can for the

¹ Further guidance on this topic may be found in our Medicines, Drugs & Substance Abuse Policy.

benefit of the injured pupil and others who may be present.

- If a suspected head or neck injury has occurred, the child should not be left unattended.
- If there is any doubt whether it is safe to approach the scene of an accident, call the emergency services for qualified assistance/advice before doing so.
- If the pupil is unable to move, a message should be sent as quickly as possible to the nurse or designated first-aiders and an ambulance called.
- **A SCHOOL ACCIDENT REPORT FORM** must be completed by the member of staff attending any serious accident or any head injury incident (Appendix 3)
- If a minor injury occurs and is dealt with by a member of staff other than the nurse a record must be kept in the **PUPIL MEDICAL LOG** which will be situated in the nurse's room. School accident report forms will also be kept in this area.
- In the event of an injury to an employee or visitor, an accident report form should be completed by the individual concerned and forwarded to the School Nurse and Vice-Principal/Head of Primary or Head of Secondary.
- In the event of serious injury, noticeable disease or dangerous occurrence, the Principal or Head of Primary should be notified immediately. He/she will then arrange for any necessary investigations or reporting, and the senior team leader of the injured employee will be informed as soon as possible.

The school encourages parents to contact the school nurse to discuss any concerns they may have regarding their child's health and to keep sick children at home until they are well enough to participate in all school activities.

Ratified by GB/SMT:

Date due for review: June 2025

Appendix 1

TRIP & HEALTH FORM

Dear Parents and Carers,

This form must be completed and returned to the school office as soon as possible. This Trip & Health form is valid for the whole academic year **2024/ 2025** and will cover all school trips throughout the academic year.

Please provide a copy of your child's health insurance card & vaccination record.

HEALTH AND TRIP FORM 2024/2025

PUPIL'S DETAILS

Name:

Date of Birth:

Insurance (f.e. VZP, OZP, pVZP, AXA, etc.):

Number of insurance (written on the insurance card):

Class:

GENERAL HEALTH INFORMATION

1. Does your child have any allergies? YES / NO

If YES, what is your child allergic to? What type of allergic reaction is it?

.....

2. Does your child suffer any special medical condition? YES / NO

If YES, please provide us with more details.

Please share with us any special medical condition that your child might suffer during off-site visits/trips as well.

.....

3. Does your child take any ir/regular medication? YES / NO

If YES, what medication, what dose and what frequency?

Please share with us any medication that your child should take during off-site visits/trips as well (e.g. Zyrtec, Kinedryl, etc.).

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4. Can my child be given „over-the-counter-medication“ (f.e. Paracetamol, plaster, etc.) by a staff member while being at school or on a trip? YES / NO

Space for any comments:

DIET INFORMATION

5. Does your child have any food restrictions or special diet requirements (f.e. vegetarian, kosher, any food intolerance)? YES / NO

If yes, please provide us with more details:

Space for any additional information or comments:

REPORTING AND NOTIFYING PARENTS / CARERS

Parents and Carers of Pre-school age children (age 2 – age 7) will be contacted for a verbal phone call consent each and every time that over the counter medication needs to be administered by the school nurse. Parents and Carers will be contacted immediately if and when a head injury is sustained and recorded whilst the child is in our care.

HEALTH CERTIFICATE FROM YOUR PAEDIATRICIAN

Please note that „*Posudek o zdravotní způsobilosti dítěte*“ (health certificate for the purpose of physical activity/summer camp) that is provided by a paediatrician and is valid for 2 years must be attached while handing out this Health and Trip form. Thank you.

Parent/Carer name.....

Signature

Following information are to be filled in and confirmed by a doctor as an alternative to the health certificate, if you hand in the health certificate, you can leave this part blank:

1. Dítě k účasti na zotavovací akci (škola v přírodě, sportovní soustředění, apod.)
 - a) je zdravotně způsobilé
 - b) není zdravotně způsobilé
 - c) je zdravotně způsobilé za těchto podmínek a omezení:

.....

2. Potvrzuji, že dítě:

- a) se podrobilo stanoveným pravidelným očkováním ANO - NE
- b) je proti nákaze imunní (typ a druh)
- c) má trvalou kontraindikaci proti očkování (typ a druh)
- d) je alergické na
- e) dlouhodobě užívá léky (druh a dávka)

Datum vydání posudku:

Platnost posudku do:

Podpis a razítko lékaře:

Appendix 2

Head injury advice for parents

Your child _____ received a minor head injury at school today,
I recommend the following...

Keep your child under adult supervision for the next 24 hours. If you have any concerns if s/he is developing a problem, please seek advice from a hospital emergency department.

Signs to look out for:

- If your child becomes unusually sleepy or is hard to wake up
- Headache all the time, despite painkillers
- Repeated vomiting
- Weakness of arms or legs, e.g. unable to hold things
- Difficulty seeing, walking or general clumsiness
- Confusion (not knowing where s/he is, getting things muddled up) • Fluid or blood coming from ear or nose
- Fits (convulsions or seizures)
- Any other abnormal behaviour

Your child should be allowed to sleep as normal. I would encourage that you observe her/him on a couple overnight occasions to check:

- Does s/he appear to be breathing normally?
- Is s/he sleeping in a normal posture?
- Does s/he make the expected response when you rouse her/him gently? (e.g. pulling up sheets, cuddling teddy-bear)
- If it does not appear that your child is sleeping normally, s/he should be awakened and fully checked

If you are concerned about any of the above or have any other worries, please contact the emergency department.

Thank you.

School Nurse

Date:

Appendix 3

ACCIDENT/ ILLNESS/ INCIDENT FORM

Location: Park Lane International School Campus:

Name: _____ Class: _____

Date, time and place: _____

Person in charge and their signature: _____

Describe the accident, illness or incident: _____

Was injury caused or affected by another person?- YES/NO by whom: _____

Part of body injured: _____

Description of first aid: _____

Name of first aider: _____

Parents notified, instructions about following steps given to parents? YES/ NO by whom: _____ Class

teacher notified? If yes, by whom: _____

Was the child sent home? If yes, accompanied by whom: _____

Was the child sent to the Doctor or hospital? If yes, where and accompanied by:

Signature: First aider _____ Injured (If possible) _____

Parent's signature: _____ Head teacher's signature: _____

Appendix 4

Witness/First on the Scene Statement

Name: _____

Position in the school (please delete as applicable):

Student / Teacher / Support Staff / Admin Staff / Security Staff / Canteen Staff / Bus Driver /

Other, please specify: _____

If you are a student, which year group are you in? Year _____

In the box below, please record everything you saw and heard, in your own words, **in as much detail as possible** (for younger students, a member of staff should write down the words on behalf of the child as closely to the child's account as possible). Attach additional sheets of paper as required: