



First Aid Policy

Introduction

This policy has been formulated for the protection of all members of the 7 Hills International school (the “school”) community, including students, staff, parents, and visitors, for the treatment of any low-level medical issues (bumps/cuts/bruises) which may occur on the school site. The status of this policy is advisory only. It is available to parents/guardians, prospective parents/guardians, and students via the school’s google folder and to all members of school staff via the Employee Handbook.

Nothing in this policy affects the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should contact the emergency services of one of the following hospitals (Surgery 0772 756 003, IHK 0312 200 400, Case Clinic +800 323 277) in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services at the site of the incident.

We aim to create awareness among the staff as to how to react in case of minor medical problems which may occur in the classrooms, laboratories, corridors or the playing fields and to set out clearly the principles and procedures for first aid at the school. Where more than basic first aid is required, the parent/guardian of the student will be notified as soon as possible. Consent to administer first aid is obtained from parents/guardians on admission to the school.

Responsibilities

The school, both as an employer and in providing appropriate care for students and visitors, through its Board of Directors, has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid staff, and for ensuring that the correct First Aid procedures are followed.

The Head of Sports and Receptionist are responsible for ensuring the school has adequate First Aid equipment and facilities and that an adequate number of qualified First Aid staff are on site at all times. The Receptionist is also responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

Practical First Aid Arrangements

The school has 3 first aid kits.. One first aid kit is in the sick bay.. There are 2 extra kits for teachers to take into the classroom on campus or on off site activities and excursions. These are kept with the Receptionist and the teacher must ensure they are returned following their trip.

The contents of each first aid kit are designed to treat only minor medical problems (cuts, bruises, bites). Only first aid trained staff members can administer any first aid using the contents of the kit. Staff who have used the kit and its contents must send the kit to the Head of Sports to be refurbished as needed. In case of any doubts of usage of the materials/meds, kindly contact the Receptionist.

First aid kits in the school are located in the sick bay.

In addition, there are travel kits for trips and matches. The contents of these kits vary according to location and are checked on a regular basis by the Principal First Aider who retains a log of the contents of each kit.

Staff attending an accident will use the nearest first aid kit to access materials to deal with the accident, if possible. If the teacher requires assistance, they should send a student to reception to alert a first aider.

Below is a list (not exhaustive) of incidents which may require calling the emergency services:

- Serious cuts/bleeding requiring bandaging
- Burns
- Severe pain
- Unconsciousness

Medicine Policy

Medication cannot be brought into the school and taken without notifying the school. There is no legal duty that requires school staff to administer medication. Under exceptional circumstances, a student may bring medicine to school if a written note is sent to school by the parent. The medication will be handed in to the Receptionist and stored in the medical room at all times.

Unless allowed in the medical form, Parents/guardians will always be consulted before administering any medication to a student.

Recording and Reporting

For all but the most minor consultations, the parent/guardian receives a written form if their child has received the attention of a First Aider. This is done as soon as possible after the event. All accidents/ incidents are recorded on an incident form. Accidents requiring remedial action or referral to hospital or GP are also reported on the school incident form.

Students who begin to feel unwell during the school day should be sent to the Receptionist if unable to participate in class activities. The Receptionist will assess the situation and decide whether or not parents need to be informed or be asked to collect the student from school.

Child Protection

For the purposes of child protection, a first aid trained female member of staff shall always be present when a female student is receiving first aid treatment at school.