

## First Aid Policy

The health and safety protection in our center is focused on both our staff and our student

### General Statement

The definition of first aid is as follows:

-In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,

-Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

This policy provides an overview of the policy requirements and how these are met in school. All safeguarding and child protection policy guidelines must be adhered to, both on and off the school site, when first aid is administered.

The responsibility for drawing up and implementing this First Aid Policy, including informing staff of correct procedure, is delegated to the School Director. However, implementation remains the responsibility of all staff in our school in order to keep children healthy, safeguarded and protected whenever they are in our care.

### First Aid Procedure

If a child has an accident on the school premises:

**Does the nature of the injury allow him to receive first aid from his teacher or supervisor if teacher is on a break/in planning time?**

This is a new option which has been designed to protect our social bubble cohorts during the Coronavirus Pandemic. Staff should use the class First Aid Kit which is carried in the Class Sanitary Backpack. Staff follow these guidelines:

1. Ensure other children under supervision are safe during application of First Aid Treatment.
2. Evaluate the injury and apply any first aid if needed.
3. Register the incident in your teacher's book



4. Head Injuries must always be communicated to parents and a head injury slip filled out.
5. Contact the child`s parents if needed.

**Does the nature of the injury require him to go to reception to be evaluated and receive first aid from the administration staff?**

1. Send or accompany the child to the infirmary or contact a first aider if there is an injury. Do not leave other children unsupervised.
2. The administration staff will evaluate the injury and apply any first aid if needed.
3. They will register the incident in the incident book in reception.
4. The teacher should register the incident in their teacher`s book
5. Head Injuries must always be communicated to parents and a head injury slip filled out.
6. The teacher contacts the child`s parents if needed.
7. The administration staff contact the teacher if the child should go home to recover.

**Does the nature of the injury prevent the child from going to the infirmary or finding a first aider?**

Assess the situation:

- If she/he can´t move, but is conscious (awake, responding to stimulus) have someone call the admin staff, so that they can evaluate the situation.
- If she/he can´t move and is unconscious (not responding to stimulus):
  - o Move the child if there is a risk of imminent further life risk injury, if not leave him/her where they are. Avoid putting yourself at risk.
  - o Have someone call 061 / 112 (Emergency Medical Services).
  - o Have another person call the admin staff
  - o If the child is breathing normally put her/him on their side to protect the airway.
  - o If the child is not breathing normally start giving CPR.

Our Staff

**INTEGRALSUR** is our insurance company, which performs voluntary annual medical examinations to our staff, as well as training in prevention of occupational hazards and pediatric first aid every 24 months. Also, in case of having an accident at work, **Mutual Cesma** will cover medical rehabilitation sessions if needed.

### Our students

**Accident Insurance** covers all types of accidents or natural disasters. (see annex for details of policy and procedure in case of an accident)

### In our Center

Our Center has:

- A resting area for children and staff who are sick.
- A first aid kit in the adult bathroom in Buildings 1 and 2
- A portable first aid kit for each classroom teacher for accidents in the playground and on outings (sanitary backpack).
- A first aid for children manual in reception of Building 1 and another in reception of Building 2.
- A first aid manual for children in Spanish in reception of Building 1
- A first aid manual for adults and children in reception of Building 1
- Emergency First Aid reminder cards in 4 play areas: woods, front garden, garden and patio.

Our teachers have first aid training and refresher courses once every 2 years.

### We define with regard to serious injuries as follows:

- Broken bones or a fracture;
- Loss of consciousness;
- Pain that is not relieved by simple pain killers;
- Acute confused state;
- Persistent, severe chest pain or breathing difficulties;
- Amputations;
- Dislocation of any major joint including the shoulder, hip, knee, elbow or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents;



- Medical treatment or loss of consciousness arising from absorption of any substances by inhalation, ingestion or through the skin; and
- Medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

We define with regard for minor injuries, as follows:

- Sprains, strains and bruising;
- Cuts and grazes;
- Wound infections;
- Minor burns and scalds;
- Minor head injuries;
- Insect and animals bites;
- Minor eye injuries and
- Minor injuries to the back shoulder and chest.

Hospital Treatment

If a pupil has an accident or becomes ill and requires immediate hospital treatment, the school is responsible for either:

- Calling an ambulance in order for the pupil to receive treatment.
- Taking the pupil to an accident and emergency department.
- And in either event immediately notifying the pupil's parent/carer.

**Contents of Class Kit**

**Sterile Gauzes**

- Antiseptics.
- Tweezers
- Saline solution
- Oxygenated water
- Sterile Gauzes
- Surgical Plasters
- Latex gloves
  
- Individual treatments for children in the class with allergies or asthma: EpiPen, Inhalers.

**Contents of School Kit**

- Cotton.
- Sterile gauzes.



Montessori Córdoba  
International School

- Saline Solution
- First Aid Tape.
- Soap.
- Antiseptics.
- Sharp scissors.
- Tweezers.
- Strips.
- Thermometer.
- Aspirin acetaminophen.
- Oxygenated water.
- 96 ° Alcohol.
- Antiseptic solution Type "Betadine".
- Antiseptic Cream Type "bacitracin".
- Hydrocortisone cream, for local stings and inflammations.
- Ammonia emulsion Type "Afterbite".
- Bandages or surgical plaster.
- Latex gloves.

## Medical Emergency. Procedure in case of accident at school: children

If a child has an accident at school that needs medical attention:

### First: Attend to First Aid Needs

Assess: Should we call an ambulance or the child's parents to take them to the hospital/doctors

1. **Severe or Life-Threatening Injury: Ambulance:** Call **061/112** and give the following details:

- Child's Name
- Nature of Injury
- School Name and Address:

**Montessori Córdoba International School**

Calle Sansueña 66,

Córdoba (Capital)

14012

School Phone Number (if requested): **957 613 935**

*Stay on the line to follow instructions or answer more questions unless told otherwise.*

The child's teacher will accompany them in the ambulance, admin will contact the child's parents. If an ambulance is not available the child's teacher may accompany the child in another member of staff's car; in this case please ask for permission from the child's parents first, unless the injury is life threatening.

2. **Minor Injury: Accident Insurance Mapfre** Call the child's parents and tell them to collect the child to take them to be treated at San Juan de Dios Hospital on Avenida de Brillante. If they are not available or far away, we may consider, with the permission of the parents, taking the child ourselves; please discuss with admin first.

Call the insurance company on 918 366 172 and give the following details:

- Child's Name
- Nature of Injury
- School Name and Address:

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School Phone Number (if requested): **957 613 935**

- Policy Number: *055-2180179225*
- Date, Time and Place of Incident
- Description of what happened and possible injuries
- If possible take a copy of The Accident Communication Form (Copy in reception drawer)

Taking the child to receive medical treatment and getting authorization for the treatment from the insurance company may be simultaneous actions. The insurance company should make direct contact with the hospital once the treatment is authorized.



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