



First aid Policy

Purpose

The purpose of this policy is to ensure that all students at Alexandria International School are provided with prompt and effective first aid in **event** of injury, illness or accident. This policy applies to all school activities, including off-site excursions, sports events, and other school-related activities.

Scope

This policy covers all members of the school community, including students, teachers, staff, visitors, and volunteers. It aims to:

- To ensure that immediate and appropriate first aid is provided when necessary.
- To maintain a safe and secure environment for students of all ages.
- To outline responsibilities for first aid procedures.
- To comply with Italian regulations and best practices.

First Aid Facilities and Equipments

- **First Aid Kits:** In our school well-stocked first aid kits are available in key locations throughout the school, including the main office, gymnasium, cafeteria, and outdoor play areas.
- First aid kits are carried on all off-site trips.
- **First Aid Room:** The basic medical supplies are available and one of the three designated first aid responders are available during school hours.
- **Emergency Contact Information:** A list of emergency contacts for each student is maintained and readily accessible by all class teachers and authorized personnel.

First Aid Personnel

- **Trained Staff:** To ensure that there are sufficient trained first aiders among staff to cover all school phases and activities. Training is refreshed every year, as recommended.
- **Designated First Aid Responders:** A Designated First Aid Responders is available to handle emergencies and ensure appropriate measures are taken.

Responsibilities

School Leadership Team

- Reviews and ensures compliance with this policy.
- Conducts regular training for first all staff and Designated First Aid Responders.
- Reviews and updates the first aid policy annually.

Designated First Aid Responders

- Provide immediate care to anyone injured or ill until professional medical help arrives.
- Keep accurate records of incidents and treatments administered.
- Restock first aid kits and inform the administration if supplies are running low.

Teachers

- Ensure they are aware of students' medical conditions and allergies.
- Report any accidents or injuries to the first aid personnel and the front office.
- The front office staff the parents or guardians if need maybe.
- Provide reassurance and support to students during first aid incidents.

Students

- Report any injury, illness, or accident to the nearest teacher or staff member immediately.
- Follow safety rules and guidelines provided by the school.

Parents and Gurdians

- Inform the school of any medical conditions, allergies, or special needs of their child.
- Ensure that up-to-date emergency contact information is provided.

Procedures for managing First Aid Incidents

Minor Injuries (cuts, scrapes, bruises etc

1. Assess the injury and provide appropriate first aid (cleaning, bandaging, ice packs, etc.).
2. Record the incident and inform parents if necessary.

Serious Injuries (head injuries, frctures etc)

1. Stay with the injured individual and call for assistance from a trained first aider.
2. If necessary, contact emergency services (118) and inform parents/guardians immediately.
3. Do not move the injured person unless in immediate danger.
4. Keep the injured person calm and comfortable until help arrives.
5. Record the incident and provide a report to parents/guardians.

Medical Emergencies (eg severe allergic reactions, asthma, seizures)

1. Assess the situation and follow the child's individual care plan if available.
2. Use appropriate emergency equipment (e.g., EpiPen, asthma inhaler).
3. Contact emergency services if needed and inform parents/guardians.
4. Provide a detailed report of the incident.

Administering Medications

1. Medications will only be administered if a signed authorization form from the parent/guardian is on file.
2. All medications must be stored securely in the First Aid room.
3. Administration of medication will be documented and signed off by authorized personnel.

Off-site Activities and Excursions

1. A portable first aid kit must be carried during all off-site activities.
2. At least one trained first aider must accompany each off-site activity.
3. Teachers must review students' medical conditions and needs before the trip.
4. Emergency contact information should be carried by the trip leader.

Record Keeping

- All first aid incidents must be recorded in a designated logbook, including the date, time, nature of the incident, treatment provided, and the name of the first aider.
- Parents/guardians must be informed of any significant injuries or medical emergencies.
- Incident reports must be reviewed by the school leadership to identify any patterns or potential safety concerns.

Communication

1. **Emergency Contact:** The school maintains a clear communication channel for emergencies, including direct contact with local emergency services (112 or 118).
2. **Informing Parents:** In case of serious incidents or emergencies, parents are informed as soon as possible. Minor incidents are communicated through a note or phone call if deemed necessary.
3. **Policy Awareness:** All staff, parents, and students are informed about the first aid policy at the beginning of each academic year and when updates occur.

Review and Evaluation

This policy will be reviewed annually by the school administration and updated as needed to comply with changes in Italian regulations and best practices. Regular feedback will be gathered from staff and parents to ensure the policy's effectiveness.

Additional Guidelines

- No student will be left unattended in case of illness or injury.
- Hygiene protocols will be followed, including the use of gloves and proper disposal of waste.
- A register of students with specific medical needs (e.g., allergies, asthma) will be maintained and shared with relevant staff.

Written by: Safeguarding Team

Date: 2025

Reviewed by: Head of School, The Principal and DSL team

Date: 2025

Approved by: Head of School and Principal