

MEDICAL & FIRST AID POLICY

Reviewed Sept. 2024

This Medical and First Aid Policy outlines our commitment to providing a safe learning environment where health emergencies are handled effectively.

This policy establishes clear procedures for administering first aid, outlines the roles and responsibilities of designated personnel, the location of first aid resources, and the procedures for reporting and documenting incidents.

1. SICK ROOM

We provide a dedicated sick room located behind the reception area, equipped with a bed, sink, and toilets to offer a comfortable and hygienic space for students who feel unwell during the school day.

When a student feels unwell during class, the staff member in charge will assess whether the student is too ill to continue their lessons. If so, the student will be sent to the sick room, accompanied by a classmate, preferably the class representative, and will return to class to confirm that the student has arrived safely. If a student feels unwell during a break, they are allowed to go to the sick room on their own. It is mandatory for the student to inform the receptionist before entering the sick room.

Once in the sick room, the student is under the responsibility of the receptionist, or the person stationed at the reception. This ensures that the student's condition is monitored and appropriate care is given.

Upon entering the sick room, the student must sign a register. This includes recording their name, the date, the time of entry, and the reason for being in the sick room. This helps to maintain accurate records of who is using the sick room and ensures proper monitoring.

The receptionist will update the register on our attendance platform, by marking the student's presence in the sick room with a specific code. This ensures that teachers and relevant staff members are informed of the student's condition and location.

Students are allowed to stay in the sick room for 10 minutes to rest and recover. If, after the 10-minute period, the student feels well enough, they will be sent back to class. If the student's condition does not improve after this time, the receptionist will contact the student's parents or guardians to arrange for the student to be picked up from school.

2. MEDICATIONS

it is important to note that the school does not have a professional nurse on site and, therefore, cannot administer medication to students. That said, we do allow students to bring their medication to school if absolutely necessary and under specific conditions.

Students may bring their medication to school if it is justified by a medical certificate and the parents have provided a written statement authorising its use. In such cases, selected staff members can assist the student in taking their medication.

To ensure the safety of the student and others, all medication brought to school must be given to the Head of Section or the Director of Pastoral Care. The medication will be kept in a secure place for the day and returned to the student as needed.

In cases where students have severe and potentially life-threatening allergies, the use of epipens or other emergency medication is treated as an exception. The school will securely store this emergency medication and either assist the student in using it (in the case of auto-injectors) or administer the medication with the assistance of a trained staff member. In that case, it must be ensured that the staff member has been properly trained by medical professionals, such as the SAMU (emergency medical services) or through first aid training. Additionally, the family and the school will need to complete a specific consent document to authorise this process.

3. ALLERGIES

The school has implemented a no-nut policy. This means that students must not bring food containing nuts in their lunches or snacks. This policy also applies to school events, such as bake sales, cooking workshops, and other activities involving food, to minimise the risk of allergic reactions.

Additionally, an allergy document is shared with teachers and homeroom teachers at the start of the academic year and contains the name of the student, their grade, their allergy type and their picture. This document is based on the medical information provided by parents during the admission process and ensures that staff are aware of any specific allergies in their classrooms.

For specific events, such as school trips organised by external providers, parents will be regularly reminded to confirm their child's allergy information to ensure proper precautions are taken during these activities.

4. DOCUMENTS & RECORDS

4.a Admission documents

As part of the admission process, it is essential that families honestly disclose any health issues their child may have. This ensures that the school can provide appropriate care and support for the student's well-being.

Families are required to provide a medical certificate as part of the admission documents. This certificate must confirm that the student is able to safely attend school and participate fully in regular school activities, as well as to take part in physical education and sport activities without restrictions.

It is also expected that students are vaccinated in accordance with the most recent French health regulations. This requirement is clearly stated in the admission documents, and compliance with these regulations is necessary for the student's enrollment and participation in school activities.

4.b Accident reports

It is the responsibility of the Director of the school to produce an accident report within 48 hours whenever one or more students have been involved in a school-related accident. This report, accompanied by witness statements, must be as complete as possible and should clearly and precisely establish the exact circumstances of the accident.

The report may be shared with the families, provided that any details that implicate third parties, particularly witness identities, as well as those protected by privacy laws—such as the names, addresses, and insurance information of the parents of the child responsible for the incident—are redacted, in accordance with Section II of Article 6 of Law No. 78-753 of July 17, 1978.

When requested by the parents of the students involved, whether they are the cause or the victim of the accident, the school Director is required to provide the school accident report within a reasonable timeframe.

The school accident report can either be reviewed on-site at the school, upon the parents' or legal representative's request, or sent as outlined in Article 4 of the Law of July 17, 1978.

Insurance companies, provided they have received explicit authorisation from the families of the students involved, may also receive a copy of the report.

Lastly, parents of a child victim of a school accident who wish to obtain additional information may request it from the Director of the school. The latter must first obtain the consent of the parents of the child responsible for the damage. In the case of persistent refusal, the parents of the child victim may obtain all relevant information through the judicial investigation process if they decide to file a formal complaint.

In case of an accident happening on site or during a trip, and if unable to talk directly to an SLT member, members of staff can use the internal accident report form in order to provide all necessary information.

4.c Accident tracking document

The Director of Pastoral Care, in collaboration with the receptionist in charge of the sick room, maintains a detailed accident tracking document to monitor accident trends throughout each academic year. This document plays a key role in ensuring the continued health and safety of our students.

For every accident that results in a physical injury, the following information will be recorded:

- Name of the student involved.
- Grade of the student.
- Type of injury sustained.
- Cause of the injury, including whether it was accidental or caused by a trending "game" or activity.
- Time of day when the accident occurred.
- Location in the school where the accident took place.
- Staff member supervising
- The names of at least two witnesses

By documenting these details, we can identify patterns, pinpoint hazardous areas within the school, and respond quickly with solutions or improvements to enhance student safety. This proactive approach allows the school to address potential risks early on and ensure a safe environment for all students.

5. EMERGENCIES

In the event of a medical emergency, the school will immediately contact the SAMU (French emergency medical services), who will assess the situation and determine if sending an ambulance is necessary. According to French regulations, the SAMU is authorised to begin emergency treatment or care for the student, even if parental consent has not yet been obtained. Parents will be contacted as soon as possible to inform them of the situation and any actions taken by medical professionals.

This procedure ensures that students receive prompt medical attention in urgent situations, prioritising their health and safety in compliance with national regulations.

6. FIRST AID

6.a First Aid Essentials

As part of the Essentials program, students from Grade 6 to Grade 10 engage in lessons designed to raise awareness about first aid practices. While this program does not constitute formal training, it aims to provide students with foundational knowledge on how to respond effectively in emergency situations. The topics covered include:

- Performing a primary survey to assess the situation and the condition of the injured person.
- Understanding the recovery position to safely position an unconscious but breathing individual.
- Learning the basics of CPR to help save lives in cardiac emergencies.
- Methods to stop bleeding, including applying pressure and using bandages.
- How to react in case of choking, including the Heimlich maneuver.
- How to respond in the event of a seizure, including ensuring the safety of the individual.

Through this program, we aim to empower our students with the knowledge and confidence to act in emergencies, fostering a culture of care and responsibility within our school community.

6.b First Aid resources

Here is a list of the school's first aid resources:

- A defibrillator is conveniently located next to the entrance door, in front of the reception desk, ensuring quick access in case of a cardiac emergency.
- We maintain several first aid kits that teachers can use during school events or trips. It is required that teachers bring a first aid kit whenever they leave the school premises to ensure that they are prepared for any medical situations that may arise.
- The sick room is equipped with essential first aid materials stored in a locked cupboard, including: band-aid, plasters, disinfectants, gauze wicks, sterile gauze pads, antiseptic, infrared thermometers, disposable gloves and masks, hand sanitizer, disposable tissues, and low lighting options.

These resources enable us to respond effectively to medical needs and ensure that students have access to appropriate care in various situations.

6.c First Aid team

Staff members are regularly trained in first aid. Please find below the names and pictures of our staff members who are part of the First Aid team for the academic year 2024 - 2025.



ISN FIRST AID TRAINED STAFF



Sandijs Baskevics



Dana Cehan



Sevinc Genc Mutlu



Sarah Hertsens



Joanna Marple



Guy Martin



Lydia McKnight



Marion Tissier



Marc Uzan



Erin Yorke



ISN FIRST AID TRAINED STAFF



Novairah Ahmad



Lois Baas



Coralie Benidor



Ron Booth



Stéphane Borg



Ivana Coll



Alexandra Dewasmes



Caroline Pieri



Johann Soyez



Eda Velasco

