



# Medical Policy



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## **Our Mission**

The European School provides an exceptional education in a nurturing and academically challenging environment, inspiring each student to achieve their personal best and become an influential and socially responsible global citizen.

## **Our Values**

Our values-driven international education is expressed through core values that are woven into every academic and extracurricular activity at the European School. We actively promote four values that form the basis of everything we do. They include:

- Leading through innovation
- Pursuing excellence
- Growing by learning
- Global citizenship

With these values at our core, we encourage independent learning and empower students to embrace responsibility. Students at ES learn to celebrate diversity in a spirit of understanding and tolerance that helps them become citizens of the world.

## **We are committed to:**

- Offer inclusive, diverse and innovative learning communities;
- Develop, support and empower our students intellectually, creatively, socially, physically and ethically in harmony with Georgian culture;
- Focus on academic excellence and integrity;
- Creating lifelong learners.

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## **Introduction**

This policy outlines the school's responsibility to provide safe, appropriate, first aid (the initial assistance or treatment given to someone who is injured or suddenly taken ill), to students, staff, Parents/Legal representative and visitors to ensure best practice.

It includes arrangements for first aid within the school environment and for activities off site involving students and members of staff. Where more than basic first aid is required the parent / Legal representative of the student will be notified as soon as possible.

## **Definition**

"First Aid" means the treatment of minor injuries which do not need treatment by a school medical practitioner or nurse, as well as treatment of more serious injuries prior to assistance from a school medical practitioner or nurse for preserving life and minimizing the consequences of injury or illness. First Aid does not generally include giving tablets or medicines to treat illness.

## **Responsibilities**

The school, both as an employer, and in providing appropriate care for students/kindergartener (Hereinafter referred to as the student or child) and visitors, has overall responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel and for ensuring that the correct First Aid procedures are followed and to ensure full compliance with the recommendations issued by the relevant authorities to prevent the spread of transmissible diseases. The School Administrative Manager is responsible for ensuring the school has adequate First Aid equipment and facilities and that an adequate number of qualified First Aid personnel are on site at all times. The Administrative Manager is 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. In addition, the administrative manager is responsible for equipping the school with the appropriate equipment needed to prevent the spread of transmissible diseases.

## **Medical Facilities**

There is a dedicated medical room at the school that allows children/ employers/ visitors with minor injuries and illnesses to be cared for during the school day. There is equipped with a couch and sink, and lockable medical cabinet is provided on site. The school 's medical room is also equipped with all the necessary equipment, which is provided on the basis of recommendations issued by the relevant authority to prevent the spread of transmissible diseases.

## **Medical Personnel**

### ***School Doctor***

The school doctor is in charge of providing medical care to students/employees/visitors in accordance with medical science and experience.

This care has a holistic approach, i.e. from the physical and the mental perspective, regardless of age or gender or other sign and represents the health interests of students. The main task of the school doctor's activities lies in preventive medical care. School doctor's activities mainly target students and also address programme coordinators, teachers, parents and persons in charge with child care, with whom the cooperation has to be sought for the welfare and benefit of the student. School doctor, for the protection of the students' health, aim to seek cooperation with the school governing body and all physical and legal persons providing services in school operation in matters which are likely to have direct or indirect effects on the state of health and/or the spread of transmissible diseases.

School Doctor fulfills to foster child and adolescent health and educational success. Responsibilities include assessment and treatment within the scope of professional practice, communication with parents/Legal representatives, monitoring students' immunization status, supporting student immunization, taking preventive anti-epidemic measures, taking sanitary measures, maintaining hygiene standards, providing students, school staff and parents/Legal representatives with relevant health education (personal hygiene, reproductive health, healthy lifestyle, etc.) and ensuring healthy food service, planning / conducting different informational activities aimed at providing more information about transmissible diseases to the school community.

### **First Aiders**

The European School will ensure a ratio of at least one First Aid at Work qualified member of staff to fifty people on site. The School doctor, in consultation with the administrative manager, is responsible for maintaining a list of current certificated First Aiders. This is updated at the beginning of each academic year, and at other times as necessary. There will always be at least one qualified first aider on site whenever children are present. Anyone needing first aid should, in the first instance, contact the School doctor. When the School doctor is unavailable, the person seeking first aid should go to the homeroom teacher/coordinator/reception, from where a First Aider will be summoned. The First Aiders can respond to first aid issues as they arise during the school/study day and on school trips. If a staff member thinks that their job role requires a first aid qualification, or they would like first aid training, then they should discuss this with their line manager or the administrative manager.

A comprehensive list of First Aid qualified staff is included in this document (See Appendix A).

### **First Aid Training**

All first aid training and requalification courses will be coordinated by the administrative manager and conducted by the School doctor or other external agency/physical person with relevant authority if required. First aid training for each first aider will be updated every 5 years. The administrative manager keeps all records of First Aid training.

### **Chronic Illness and Emergency Care Training**

If a child joins the School with specific medical needs, then staff training will be organized as part of the Individual Health Care Planning process.

## **First Aid Boxes**

The programme coordinators are responsible for ensuring that all First Aid Boxes meet statutory requirements. All First Aid Boxes are checked monthly. If a first aid box is used, then the first aider must restock the items removed.

First aid boxes are stocked appropriately for the age of the children they are to be used for.

First Aid Boxes are located in the following areas: Office of primary and secondary education coordinators / supervisors' offices, art rooms, laboratory rooms, security (security) offices and other places designated by the school.

It is a requirement that staff bringing medication to school, must keep it in a place inaccessible to children, for example in a locked cupboard, not in e.g. a handbag brought into the classroom.

## **After-School Performances**

Staff organizing after-school evening performances are asked to nominate a first aider for the event. If staff are unsure about the appropriate level of cover required they need to seek advice in advance from the administrative manager.

## **School Visits**

When an activity is taking place off-site the designated leader of the school should ensure that they have details of any students/children with medical conditions and any treatment they require. They are also responsible for collecting a first aid kit and for reporting any accidents that occur off-site(if any). Individual medical needs for all children will be identified on the school risk assessment form.

While visit locations have a legal duty to provide first aid cover, the school has a duty of care to ensure students remain safe. There must be adequately qualified staff and procedures in place to ensure first aid care can be delivered quickly and safely, without risking further harm to the student or placing the rest of the group at risk from being left unsupervised.

Within the current staffing and students ratio of 1:10 for visits, one member of staff is to be appointed the nominated first aider (NFA) by the visit organizer. The NFA is responsible for carrying the first aid kit. Should a student become ill or injured during the visit, the supervising member of staff is to call the NFA for assistance, the NFA will then move to the incident with their group and pass their students under the supervision of the teacher of the sick or injured student. The NFA can then attend to the child requiring treatment in the knowledge that their own students are undersupervision.

## **Dealing with a First Aid Event**

### *Duties of a First Aider:*

- Respond promptly to calls for assistance.
- Give immediate assistance to casualties with injuries or illness.
- Ensure that an ambulance or professional medical help is summoned as appropriate.
- Record details of the accident and treatment.
- Clear the scene safely.

- Replace any first aid supplies used.

The rules of First Aid learned in training must be applied rigorously and professional help summoned if deemed necessary. An Emergency First Aid booklet is available for reference in each box or bag.

If in any doubt, the First Aider should summon help from:

- Emergency services: 112
- School Doctor

## **Illness and Accidents**

In the event of a student feeling unwell or having an accident or having any symptoms characteristic of a transmissible disease the following procedures are to be followed:

### *Illness*

When a student feels ill at School, he should be escorted to the School doctor who will decide on what action should be taken. Staff with First Aid qualifications may be asked to administer aid but it is the School doctor, or, in her absence, a member of the Senior Management Team, who is responsible for deciding whether the student should be allowed to go home or be sent to Hospital.

If the School Doctor is not available, a student requiring treatment should report to Homeroom teacher/coordinator/reception who will arrange for a First Aider to be summoned.

If the illness is not severe and does not require treatment, the student may be invited to rest in the medical room until feeling better.

If the School Doctor decides that a student should go home, then a parent or legal representative must be contacted to collect the student.

If the student is not fit for lessons but can safely return home and there is no one available to collect him, he may be allowed home if the parent or legal representative gives permission. In such cases the student is to be instructed to ring the School to confirm he has returned homesafely.

In exceptional cases, the School doctor or a member of Senior Management Team may ask a member of staff to accompany the student home.

If the student requires care at a hospital, the parents / legal representatives are to be informed

immediately. If deemed to be a non-emergency, a parent or legal representative should be asked to collect the student without delay and accompany him to a hospital of their choice. If it is deemed necessary to attend hospital without delay, the student is to be accompanied to the hospital by a member of the School staff who will wait with the student until a parent arrives and assumes responsibility for their child. In these circumstances, parents or legal representative must make every effort to attend to their son as quickly as possible.

If the student has to be taken to hospital, the School Doctor, or a member of Senior Management Team, will arrange for one of the following methods of transport to be used, depending upon the urgency and nature of the circumstances:

- School minibus/other school transport
- Taxi

If a student has any symptoms characteristic of a transmissible disease, the school will act in accordance with the regulations and protocol developed and based on the recommendations of the relevant authorities.

## Accidents

Victims of accidents should be taken to the School Doctor where the same procedures as given above will apply. However, if the accident is of such a nature that the victim should not or cannot be moved the School Doctor and/or a qualified First Aider should be contacted immediately.

Administrative Manager/ Director must be contacted immediately if the injury is of a serious nature.

## Accident Reporting

The School Doctor records all visits to her by students and staff requiring attention or treatment. This is done on the confidential database (Accident book) which the School Doctor maintains. This covers illnesses and accidents. The following details are recorded:

- Name, Surname
- Date
- Time
- nature of illness/accident (and location if appropriate)
- details of and first aid administered
- whether parents /legal representative are contacted and whether a pupil is sent home or to hospital

Requiring remedial action or referral to hospital must also be reported on the school Accident/ Incident Report Form.

An overview of all accidents is made by the School Doctor and is shared with the administrative manager to ensure risk assessments are carried out, if necessary.

## Contacting Parents/legal representatives

For all but the most minor consultations, Parents/legal representatives should be contacted if their child/persons under guardianship has received the attention of a First Aider or School Doctor. This should be done as soon as possible after the event. In the event of having any symptoms of a transmissible disease the student's parent / legal representative must be informed immediately after the assistance provided by the school doctor in accordance with the relevant regulations and protocols.

## Guidance on When to Call an Ambulance

*(For more details refer to Appendix B)*

In a life-threatening emergency, if someone is seriously ill or injured and their life is at risk always call 112.

In case of any of the symptoms characteristic of transmissible diseases, the procedure for calling 112 is determined by the relevant regulations and protocol.

Examples of medical emergencies include (but are not limited to):

- Chest pain
- Difficulty in breathing such as a severe asthma attack

- Unconsciousness
- Severe loss of blood
- Severe burns or scalds
- Choking
- Concussion
- Drowning or near-drowning incidents
- Severe allergic reactions
- Diabetic emergencies

In an emergency, an ambulance will be called by the School doctor, First Aider or another nominated person/or another person designated by the school.

**IF IN DOUBT, IT IS BETTER TO CALL FOR AN EMERGENCY AMBULANCE THAN NOT**

### **Guidance to Staff for management of Chronic Medical Conditions & Disabilities within School**

As part of the admissions process, Parents/Legal representatives are required to complete a Questionnaire, which highlights on-going medical conditions and any significant past or family medical history. Thereafter, Parents/Legal representatives are required to update the School Doctor of any other changes that occur throughout the year. Medical information is made available to members of staff within the School, if it is deemed important for the safety and wellbeing of the child.

### **Management of Acute Illness**

#### *Absence*

If a child is unwell and needs to be kept off school, it is essential that Parents/Legal representatives inform the School on the first morning of absence with brief details. If Parents/Legal representatives have not communicated with the School, the homeroom teacher will contact Parents/Legal representatives of an absent child during the morning.

#### *Infectious Illnesses*

Examples are Chicken Pox, Parvovirus, Measles, Mumps, Rubella, Whooping Cough, Scarlet Fever, 'Flu, Vomiting and Diarrhea. If an infectious illness is suspected, it is reported to the administrative manager. Following current guidelines/protocols from National Center for Disease Control & Public Health, the administrative manager will request that a message be sent to members of the School community as appropriate to advise them of the presence of the illness and any measures that need to be taken, liaising with Parents/Legal representatives as required. This will ensure that Parents/Legal representatives are aware of the illness, its treatment and the recommended period of time for children who have been infected need to be kept away from school to prevent the illness spreading.

### **Administration of Medication**

Parents/Legal representatives have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents/Legal representatives should also provide all necessary

information about their child's medical needs to the school and fully comply with the rules set by the school to prevent the spread of transmissible diseases.

**Key points are:**

- Student at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing Bodies must ensure that arrangements are in place in schools to support students at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, students and Parents/Legal representatives to ensure that the needs of children with medical conditions are effectively supported.

*Staff Duties*

School teachers have no legal obligation to administer medicines to students nor supervise them while they take medicine, unless contracted to do so. Staff may volunteer to assist in the administration of medicines but must be given appropriate training and guidance.

By individual arrangement, medicines can be administered in school and on educational visits to allow children who have medical needs to attend.

*Process for the Administration of Medicines in School*

*Short term medical needs*

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).

*The school will only accept:*

- Medicines prescribed by a medical practitioner
- Medicines that are in date
- Medicines that need to be administered during school stay/school/study time.
- Medicines in their original container, as dispensed by a pharmacist
- Containers with labelling identifying the child by name and with original instructions for administration,
- dosage and storage in English/Georgian.

On accepting medication, the Parents/Legal representatives must sign a form disclosing all details and giving permission for the medication to be administered by a named person (usually the homeroom teacher, coordinator, school doctor). The medicine must be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults. When administering, the named adult must complete a record showing the date and time and details/dosage of the medication. In the case of the child being allowed to administer their own medication, this must again be added to the record.

Under no circumstances should a Parents/Legal representatives send a child to school with any medicines, e.g. throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.

Parents/Legal representatives are welcome to come into school to administer medicines themselves that the school refuses to administer, for reasons given above.

### *Long term medical needs*

Where a child has long-term medical needs, a care plan must be written with the assistance of the administrative manager and in the presence of the Parents/Legal representatives of the named child. This may also result in an individual risk assessment also being required. The care plan must be followed and reviewed at least annually. It is the parent's Parents/Legal representatives' responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered. The administrative manager must ensure that named staff are trained to administer or give the level of care required by the details of the care plan. There will also be regular training for all staff on more generalized needs e.g. asthma awareness and epipen training, diabetes and epilepsy conducted by the school doctor or external agency/physical person with relevant authority.

### *Process for the Administration of Medicines during residential visits – all medical needs*

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above.

Parents/Legal representatives will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of child's all medical requirements.

*Appendix A: Staff trained to provide first aid*

Last name	First name	Training	Site	Date of conduct
Gugushvili	Tinatin	Basic First Aid	IS	30/06/2018
Vekua	Liana	Basic First Aid	IS	30/06/2018
Berdzenishvili	Ekaterine	Basic First Aid	IS	30/06/2018
Giorgadze	Mariam	Basic First Aid	IS	30/06/2018
Toloraia	Inga	Basic First Aid	IS	30/06/2018
Chakhnashvili	Ana	Basic First Aid	IS	30/06/2018
Bezhuashvili	Ana	Basic First Aid	IS	30/06/2018
Ivanidze	Nana	Basic First Aid	IS	30/06/2018
Bezhuashvili	Tamar	Basic First Aid	IS	30/06/2018
Phatsatsia	Sophiko	Basic First Aid	IS	30/06/2018
Inasaridze	Lali	Basic First Aid	IS	30/06/2018
Ivanidze	Tinatin	Basic First Aid	IS	30/06/2018
Beridze	Nato	Basic First Aid	IS	30/06/2018
Machavariani	Leila	Basic First Aid	IS	30/06/2018
Guldamashvili	Sopio	Basic First Aid	IS	30/06/2018
Kochuri	Nino	Basic First Aid	IS	30/06/2018
Jokhadze	Irma	Basic First Aid	IS	30/06/2018
Epremidze	Natia	Basic First Aid	IS	30/06/2018
Dvalishvili	Tamar	Basic	IS	30/06/2018

		First Aid		
Bezhuashvili	Tamar	Basic First Aid	IS	30/06/2018
Jabanishvili	Ia	Basic First Aid	IS	30/06/2018
Tsitskishvili	Ia	Basic First Aid	IS	30/06/2018
Nadiradze	Mariam	Basic First Aid	IS	30/06/2018
Aptsiauri	Mariam	Basic First Aid	IS	30/06/2018
Japaridze	Tamar	Basic First Aid	IS	30/06/2018
Bechvaia	Salome	Basic First Aid	IS	30/06/2018

A qualified first aider or another nominated person will dial 112, ask for an ambulance and then speaking clearly and slowly and be ready with the following information:

The school telephone numbers: (+995 32) 239 59 64 / 239 44 94

2. The location as follows:

2 I. Skhirtladze Str. 0177, Tbilisi, Georgia

Give exact location in the school of the person needing help.

3. The name of the person needing help.

4. The age of the person needing help.

5. A brief description of the person's symptoms (and any known medical condition).

6. Inform ambulance control of the best entrance to the school and state that the crew will be met at this entrance and taken to the student.

Do not hang up until the information has been repeated back.

Please note that the person calling should be with the child, as the emergency services may give first aid instructions.

Send a member of staff to wait at the entrance to guide the ambulance service to the person needing help. Also ensure that one or more of the following members of staff are informed that an ambulance has been called to the school: Administrative Manager / Director.

Ensure that the child's Parents/Legal representatives have been contacted immediately.

Never cancel an ambulance once it has been called.