

Paradis International College	Doc. Ref. :
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First Aid Procedure	

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Paradis International College recognises its responsibility to provide first-aid and will ensure that staff, pupils and any visitors while on site, have access to adequate care, facilities and materials at all times during the working day.

First Aiders

- The College has a number of teaching and non-teaching staff who are trained
- First Aiders to enable first-aid to be administered without delay. These First Aiders hold a recognised certificate in first-aid, which is regularly refreshed and updated. This certificate is unnecessary for the school doctor and medical assistant.
- Any trip to a remote location should have at least one trained First Aider among its supervising staff, unless adequate first-aid is provided on site.

First-aid boxes

- First-aid boxes can be found in the following locations in school:
 1. Medical Room – Basement
 2. Teachers' Room – 1st, 2nd, 3rd, 4th Floors
 3. Biology Lab, Chemistry Lab, Physics Labs, Tehnical Creativity Lab - 5th Floor , and Sports Hall - 6th Floor
- The contents of each first-aid box are listed in the box and reflect the perceived need for the location. Back-up supplies of first-aid equipment are to be obtained from a cupboard in the Medical Room. The school doctor conducts regular checks of the first-aid boxes and replenishes stocks. If First Aiders also find that supplies are running low, it is their responsibility to inform the school doctor.

Traveling first-aid kits

- In the Medical Room there are first-aid kits available to be taken to outdoor activities/events. A list of contents is to be found with each kit. Any first-aid items used should be replaced immediately on return from the trip. Any medicines should be checked before departure and replaced or replenished as necessary. Each first-aid kit has a settlement notebook in which the person providing first-aid has to write the date of use, the supplies that were taken or used and the quantity.

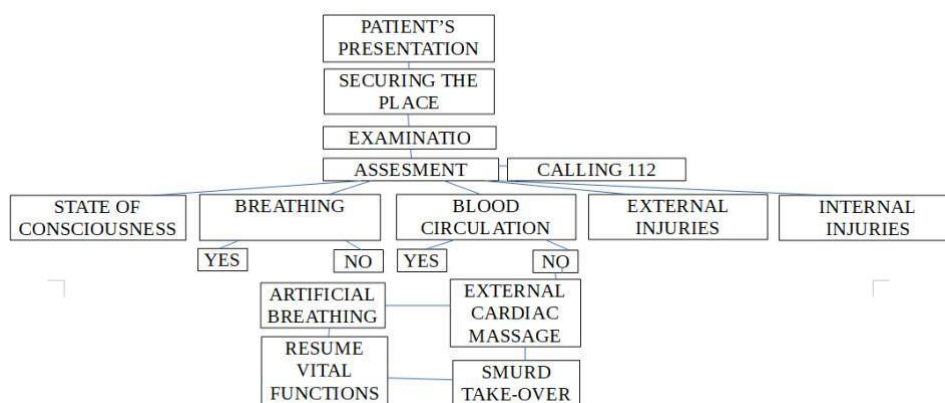
Procedures in case of accidents (in detail “Asigurarea serviciilor medicale de urgență”)

- In the first instance, an injury will be assessed as to how serious it is. This assessment can be carried out by any member of staff. If the injury is as a result of a fall from height, a knock to the head and results in a heavily bleeding wound or an abnormal swelling or any other kind of medical situation, then the injured person should be taken to the Medical Room, MD, medical assistant, or a First Aider should be called.
- The school doctor will decide if emergency services should be called. If the school doctor is not on the site, any first aider or not will call 112, if necessary.
- Reception will:
 - Call for ambulance if school doctor or First Aider has not done so;
 - Inform or send message back to First Aider that ambulance is on its way;
 - Inform parents;
 - Inform the Headmaster;
 - Keep in touch with the emergency services during the procedure.

- If a pupil requires an ambulance trip to the hospital, a member of staff will travel with the student and parents will meet their child at the hospital and relieve the member of staff's duty.
- If the injury is not serious enough to require an ambulance, parents or another emergency contact should be contacted to take the student to a medical unit. At all stages there must be no delay.
- If the accident happens during a trip, the trip emergency procedures should be followed.

First-aid code of Practice

- For serious injuries, whenever possible, the school doctor, as the most experienced First Aider, and/or medical assistant should be called on site, or the student taken to them in the Medical Office.
- For any accident, the First Aiders should treat the injury to his/her best knowledge, according to procedures learned in the First Aid Course, and take any measures he/she considers appropriate to ensure the safety of all those present at the scene. If in doubt he/she should seek the help of other First Aiders or the school's doctor. For serious injuries that require the attention of more specialized staff or hospitalization, he/she should make arrangements for the call of emergency services.
- After applying first-aid, the First Aider should ensure that the accident report is completed and delivered to the Medical Office. The school doctor will review the form.
- For any accidents caused by environment, maintenance, school doctor and Director of College should be informed immediately.



Immediate first-aid by closest person

- Immediate Treatment Steps:
 - Stay calm;
 - Send for help;
 - If the patient has fainted, leave them on the floor and raise their legs;
 - If the patient is struggling to breathe, sit them on a chair with their hands on their hips and encourage breathing in through the nose and out through the mouth, if the patient is not responding, the patient should be placed in a safe position;
 - If the patient is having a seizure, move any hard objects away from them and put the patient in a safe position;

- Reassure patients and observers until First Aider arrives.

Medication as first-aid

- The general principle at all times is NOT to dispense medication, only to render first-aid. In school, the only person allowed to administer medication in any situation is the School Doctor (only with Parental Guidance), unless a special arrangement has been made with the agreement of school, staff members and parents.
 - During trips, the staff member responsible for first-aid will also be responsible for the administration of medication, and he/she should follow the instructions. No students should self-medicate without prior discussion with the staff members supervising the trip.
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APPENDIX

No.	Floor	First Aider	Contact Number
1	Basement	Albu Liviu	0729811516
2	Basement	Albu Oana	0722133091
3	Basement	Bânzgă Oana	0741508386
4	Basement	Buinceanu Cosmin	0755431829
5	Basement	Dumitrașcu Gabriela	0742990132
6	Basement	Paladescu Diana	0746017779
7	Basement	Solcan Florina	0741906077
8	Basement	Zmău-Păun Ramona	0758475995
9	1 st - Kindergarden	Bozaru Cătălina	0753857101
10	1 st - Kindergarden	Ciobanu Elena	0761182240
11	1 st – Kindergarden	Cobiliță Georgiana	0768378033
12	1 st – Kindergarden	Costache Giorgia	0754220715
13	1 st – Kindergarden	Dascălu Nicoleta	0768015916
14	1 st – Kindergarden	Găiceanu Adriana	0749655209
15	1 st – Kindergarden	Meiu Andreea	0748989618
16	1 st – Kindergarden	Necula Gabriela	0747314438
17	1 st – Kindergarden	Plugaru Ana Maria	0773914046
18	1 st – Kindergarden	Stavarachi Elena	0773711257
19	1 st – Kindergarden	Țincu Georgiana	0740265537
20	1 st - Kindergarden	Urzică Mădălina	0755673401
21	2 nd	Albu Ramona	0755405135
22	2 nd	Bazon Irina	0752980605
23	2 nd	Băgu Ionela	0741311548
24	2 nd	Biță Roberta	0755695994
25	2 nd	Lupu Ana Maria	0747206888
26	2 nd	Matache Diana	0755543593
27	2 nd	Nechifor Ioana	0753079995
28	2 nd	Nechita Mihaela	0752753124
29	2 nd	Pădurariu Rosina	0741955640
30	2 nd	Plăcintă Laura	0746594206
31	2 nd	Zofotă Monica	0757046458
32	3 rd	Andone Bogdan	0742896353
33	3 rd	Corniciuc Alexandru	0753118137
34	3 rd	Cotoc Loredana	0740169197
35	3 rd	Gușu Lavinia	0742319848
36	3 rd	Hanghiceș Livia	0781420797

37	3 rd	Joaca – Bine Dana	0743577015
38	3 rd	Murariu Alin	0741355034
39	3 rd	Rebegea Andreea	0740325163
40	3 rd	Rusu Angela	0756887222
41	3 rd	Ursu Daniela	0742389911
42	3 rd	Văleanu Roxana	0758881163
43	4 th	Irimescu Veronica	0749753912
44	4 th	Pachița Irina	0749772262
45	4 th	Rebegea Andreea	0740325163
46	4 th	Rusu Angela	0756887222
47	4 th	Sava Loredana	0728155984
48	4 th	Tudoreanu Flavia	0749954056
49	4 th	Ursu Daniela	0742389911
50	4 th	Văleanu Roxana	0758881163
51	4 th	Voicu Alina	0763662522
52	4 th - 5 th	Corniciuc Alexandru	0753118137
53	4 th - 5 th	Ioniță Andreea	0773854312
54	4 th - 5 th	Miheșan Claudia	0774522539
55	Chemistry Lab - 5 th	Ursu Daniela	0742389911
56	Biology Lab - 5 th	Corniciuc Alexandru	0753118137
57	Physics Labs - 5 th	Miheșan Claudia	0774522539
58	Sports Hall - Lab - 6 th	Murariu Alin	0741355034

Accident/ Incident Report Form

Use this form to record each serious accident/incident which results in injury. This form, when completed, is filed in the Medical Office for future reference.

Full Name of Injured Person: _____

Role of Injured Person (circle):

Student

Member of Staff

Other Child

Other Adult

Time accident occurred: Date: _____ **Time:** _____

Place of Accident (circle):

School Building

School Grounds

Off-site, in school supervision

Body Part Injured (circle all injured areas):

Back

Neck

Chest

Abdomen

Head

Face

Nose

Ear

Eye

Mouth

Shoulder

Arm

Elbow

Hand

Finger

Thumb

Hip

Groin

Leg

Knee

Foot

Toe

Nature of Injury (circle):

Abrasion

Puncture

Sprain

Dislocation

Concussion

Scald

Burn

Bruise

Fracture

Amputation

Other (specify): _____

Severity of Injury (circle): Very High Moderate

Description of Accident (include detail about location and activity at the time of injury):

Witness 1 : Full Name: _____

Witness 2: Full Name: _____

Adult Witnesses:

Immediate Action Taken:

Other Action Taken (circle yes/no):

Called Ambulance: Yes No

Sent home: Yes No

Visited Medical Room: Yes No

Name of Hospital (if sent/advised to attend): _____

Total Number of Lost Days from School: _____

If Injured is a Student/ Child, Details of Adult in Charge at Time of Accident:

Full Name: _____

Present at scene of accident at the time: Yes No

Details of Notification:

Who was notified? mother father other adult: _____

How were they notified? phone call face to face

Name and Role of the Notifier: _____

Details of Reporter:

Full Name and Role: _____

Signature: _____ Date: _____

MD or First Aider: Yes No

Headmaster Informed: Yes(name) : _____ No

This policy will be reviewed at least every two years, taking into consideration any feedback gathered from students, staff and parents.

Reviewed By	Gabriela – Elena Dumitrascu		
Approved Date	2024	Next Review	2026