



ATHERTON
INTERNATIONAL
SCHOOL
애서튼국제외국인학교

AIS Accident and Illness Policy

Related Policies

This policy is intended to form part of an interrelated group of school policies. In addition, policies should also be read alongside other information and guidance provided in the school handbooks (Parent Handbook & Staff Handbook).

Policy Aims

The purpose of this policy is to provide guidelines that ensure effective response procedures to accidents and incidents are in place and implemented.

Rationale

The health and safety of students, teachers, parents, and visitors to AIS is of the highest priority. AIS should take every precaution to ensure the school environment is as safe as possible. However, when accidents and incidents do occur, procedures for dealing with these should be followed effectively and efficiently.

Definition of Accidents and Incidents

1. An accident is an unintentional or unexpected event which causes personal injury.
2. An incident is an undesirable event which intentionally causes damage to property or personal harm and injury. This may include trespassing, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, violence, etc.

Following an Accident Involving a Student

In the event of an accident involving a student, staff should;

1. Keep calm and assess the scene for additional dangers or hazards.
2. Call a first aider (**the school nurse**) if thought necessary or in any doubt. Always call a First Aider (the school nurse) if the student has received a blow to the head or in the case of bleeding. See '*First Aiders*' below. See also below for a list of the AIS '*Emergency First Responders*'.
3. Call emergency services if thought necessary or in any doubt. See '*Calling Emergency Services*' below.

4. Re-assure the student. Make the student comfortable. If possible, transfer the student to the 1st Floor at the medical room.
5. Treat the student's injury. See '*Administering Treatment*' below.
6. A parent/guardian should be informed if thought necessary or in any doubt. In some cases the student may need to be sent home. See '*Calling Parent/Guardian*' below.
7. An Accident/Incident Report Form must be completed. Minor injuries, such as small grazes, bumps and cuts do not need to be recorded unless the cause of the accident is identified as a more serious health and safety concern. See '*Accident and Incident Report Forms*' below.
8. All staff must have access to student medical or relevant records. Any medical or relevant records must be kept up to date. They must be made available if Emergency Services are called.

Following an Accident Involving Staff or Other Adults

In the event of an accident involving a staff member or other adults, staff should;

1. Keep calm and assess the scene for additional dangers or hazards.
2. Call a first aider (the school nurse) if thought necessary or in any doubt. Always call a First Aider (the school nurse) if the student has received a blow to the head or in the case of bleeding. See '*First Aiders*' below. See also below for a list of the AIS 'Emergency First Responders.
3. Call emergency services if thought necessary or in any doubt. See '*Calling Emergency Services*' below.
4. Re-assure the patient. Make the patient comfortable. If possible, transfer the patient to the Medical Room on the 1st Floor.
5. Treat the patient's injury. See '*Administering Treatment*' below.
6. Next-of-kin should be informed if thought necessary or in any doubt. In some cases the student may need to be sent home. See '*Calling Next-of-kin*' below.
7. An Accident/Incident Report Form must be completed. Minor injuries, such as small grazes, bumps and cuts do not need to be recorded unless the cause of the accident is identified as a more serious health and safety concern. See '*Accident and Incident Report Forms*' below.

First Aiders

There are a number of First Aiders on the AIS Staff. The following list is current as of September 2021.

- Qualified Nurse
 - o Misuk Park (Korean Nurse License)

Emergency First Responders

There are a number of Emergency First Responders on the AIS Staff. In September 2021, all teaching staff will take a refresher course.

Calling Emergency Services

In the event that Emergency Services need to be called, contact the school nurse and the AIS Office for assistance. If this is not possible or time is of the essence, call the following numbers from any phone in the building.

Emergency Services – **119**

In some exceptional cases, it may be quicker to drive the patient to Daewoo, Clear Well or Baik Emergency Room. This should only be done if the patient can be moved without further injury.

Any medical or relevant records must be made available if Emergency Services are called.

Administering Treatment

All staff may be called upon to administer treatment. All staff should follow these simple guidelines when required.

Minor Injuries

1. Minor injuries such as grazed knees, scratches, nosebleeds, bumps (other than to the head) can be dealt with by the school nurse. The school nurse will care for the student who has minor injuries too. Ice packs are also available in every classroom refrigerator, but ice packs will be given only to the students who have big bruises and swelling, otherwise they do not need to get ice packs.
2. Minor injuries during recess or lunchtime should be referred to the school nurse.
3. In the presence of blood or other bodily fluids, latex gloves should be worn. The gloves can be found in all First Aid boxes / or send the student to the nurse room.
4. If a student has over 37.5°C degree of body temperature or respiratory symptoms related to COVID-19, the school nurse will call the parent/guardian to take the student.

More Serious Injuries

1. More serious injuries such as deep cuts, possible breaks and sprains, any bump to the head, etc. should be dealt with by the school nurse or Emergency First Responder.
2. The school nurse or Emergency First Responder will assess the problem and administer first-aid as appropriate. Additional supplies like bandages, band-aids, antiseptic cream, etc. can be found in the nurse's room and all First-Aid boxes. Ice packs are also available in every classroom refrigerator.
3. Any injury at this level should be recorded using an Accident and Incident Report Form and the school nurse records every visitor and minor injuries to the health record through the health record program (School doctor).
4. A parent/guardian should be informed.
5. In the presence of blood or other bodily fluids, latex gloves should be worn. The gloves can be found in all First Aid boxes.

First Aid Boxes

First Aid boxes are located in several places around the school.

- **Basement Floor**
 - o Cafeteria

- **1st Floor**
 - o Medical Room

- **2nd Floor**
 - o Library

- **3rd Floor**
 - o Gymnasium

- **4th Floor**
 - o Science Lab

All First Aid Boxes should be kept fully stocked. Any items that are used should be recorded and replaced.

Calling Parent/Guardian

The AIS Office, School Nurse or any member of staff can call a parent or guardian. Phone numbers should be kept up to date. In some cases the student may need to be sent home.

Calling Next-of-kin

The AIS Office, School Nurse or any member of staff can call next-of-kin. Phone numbers should be kept up to date. In some cases it may be necessary for a member of staff or a visiting adult to be sent home or collected.

Following an Incident Involving a Student(s)

In the event of an incident involving a student, staff should;

1. Complete an Accident and Incident Report Form.
2. Follow AIS Disciplinary Procedures if necessary.

Accident and Incident Report Forms

Blank Accident and Incident Report Forms are kept in several places. They can be found in the AIS Office, the Staff Room, the Assistant Principal's Office, and in Google Drive

Records of accidents and incidents will be kept in School for 5 years.

Action	Date	Responsible
Document Updated	June 2017	Colin Haddow
Document moved to 2017-18 folder and shown to Nurse Bobae Kim	16th Jan 2018	Dan Slevin
Checked document and changed reviewed date	20th Aug 2018	Bobae Kim

Checked document and changed reviewed date	27th Mar 2019	Misuk Park
Checked document and changed reviewed date	15th Jan 2020	Misuk Park
Checked document and changed reviewed date	21st Oct 2020	Misuk Park
Checked document and changed reviewed date	2nd Sep 2021	Misuk Park