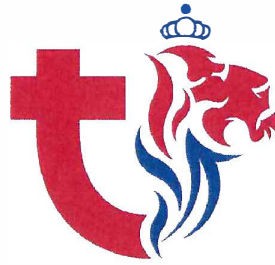


**ENGLISH  
INTERNATIONAL  
SCHOOL OF TUNIS**  
British Curriculum



## **EIST Accident Reporting & First Aid Policy 2025-2026**

Revised Date:	August 2025
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## Accident Reporting and First Aid Policy

### **1. Introduction**

This policy outlines the procedures for managing accidents and medical incidents at school, including the provision of first aid, communication with parents, and documentation protocols. The school is committed to ensuring the health, safety, and well-being of all students and staff.

### **2. Responsibilities**

The designated School Nurse is responsible for administering first aid, maintaining medical records, managing medication, and liaising with parents and relevant staff.

All staff must report any accidents or injuries immediately to the nurse and assist in ensuring the student reaches the medical room safely.

First aid guidance posters are displayed around the school to inform staff of emergency contacts and procedures.

### **3. First Aid Training and Certification**

- A number of staff members are trained and certified in Basic Life Support (BLS), including CPR and emergency response.
- The list of certified staff members is maintained by the school administration and updated annually.
- Certificates are kept on file and refresher training is scheduled before expiration.
- During school trips, events, and high-risk activities, at least one BLS-certified staff member must be present on site.
- The school is committed to maintaining a trained team capable of responding effectively to medical emergencies.

### **4. Procedures for Medical Attention**

- When a student requires medical attention, they are accompanied by a Teaching Assistant (TA) to the nurse's office or assessed on-site if the student cannot be moved safely.
- The nurse assesses the student and provides appropriate first aid or treatment.
- Serious incidents are escalated immediately to the school administration and parents are contacted without delay.

## 5. Record Keeping

- All incidents are logged in the School Accident Report Register, maintained in a bound logbook.
- The record includes:
  - Student's full name and class
  - Date and exact time of the incident
  - Location of the incident
  - Detailed description of how the incident occurred
  - Nature and type of injury or illness observed
  - First aid or treatment provided
  - Action taken (returned to class, sent home, hospital referral, etc.)
  - Follow-up required (if any)
  - Name and signature of the attending nurse
  - Signature of the staff member who witnessed the incident (if applicable)

## 6. Medication Management

- The school does not administer medication without written parental consent and a valid medical prescription.
- Parents must provide a doctor's prescription clearly stating the student's name, medication, dosage, and administration schedule.
- This documentation may be submitted digitally via email to the school nurse or administration.
- Non-prescribed medication (e.g. painkillers, cough syrups, anti-inflammatories) is not administered without proper authorization.
- Medications are stored securely and administered only by the nurse according to the prescription provided.
- A Prescribed Medication Record is maintained detailing:
  1. Student name
  2. Medication
  3. Dosage
  4. Time given
  5. Signature of the nurse

## 7. Allergy Awareness

- A confidential list of students with known allergies is maintained and regularly updated by the nurse.
- Relevant staff, including teachers, canteen staff, and activity supervisors, are informed on a need-to-know basis.
- Allergy alerts are discreetly displayed in the canteen area.
- Canteen staff are trained on dietary restrictions and cross-contamination prevention.
- Individual Allergy Action Plans are kept for students with severe allergies.
- Epipen locations are known to relevant staff, and staff are trained to recognize signs of anaphylaxis.

## 8. Follow-Up Procedures

- Where further monitoring is required, the nurse follows up with the student and communicates any concerns with parents and relevant staff.
- Parents are contacted by phone or email for significant incidents and informed of the treatment provided.
- In cases requiring external medical care, a detailed report is sent with the student.

## 9. Incident Reporting and Insurance

- In the case of a school incident involving harm to a student, the nurse completes a Declaration of Incident Form.
- A copy of this declaration is provided to the parent or guardian as soon as possible.
- Students are covered under the student's insurance policy. The school assists parents in completing the necessary insurance documentation when required.
- The school liaises with medical providers when necessary to ensure smooth processing.

## 10. Information Sharing and Staff Awareness

- Before any school trip or off-site activity, the allergy list and medical needs of students are reviewed.
- Staff are briefed accordingly, and appropriate precautions are taken.
- The timing of medication administration is shared with relevant staff so they can escort students to the nurse when required.
- All staff must maintain strict confidentiality and report any observed health concerns immediately to the school nurse.

## 11. Emergency Situations

In the event of a major injury or medical emergency:

1. Immediate first aid is provided
2. Emergency services are called if required
3. The school administration and the parent are informed

4. Parents are contacted

immediately

5. An incident report is completed

**12. External Medical Care Authorization**

A general medical consent form is signed by parents at the beginning of each academic year authorizing the school to act in emergency situations.

If a student requires transfer to an external medical facility, the school administration and parents are informed prior to transfer, except in life-threatening emergencies where immediate action is required.

**13. Infirmary Medical Supplies**

The infirmary is equipped with appropriate first aid materials, monitoring equipment, and emergency supplies in accordance with school health and safety standards.

A detailed inventory is maintained internally by the school nurse and reviewed regularly. This version is now professionally written, legally safe, and inspection-ready.

Policy Prepared By:

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Date: 20/08/2025

Signature:

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Date: 20/08/2025	Date: 20/08/2025
