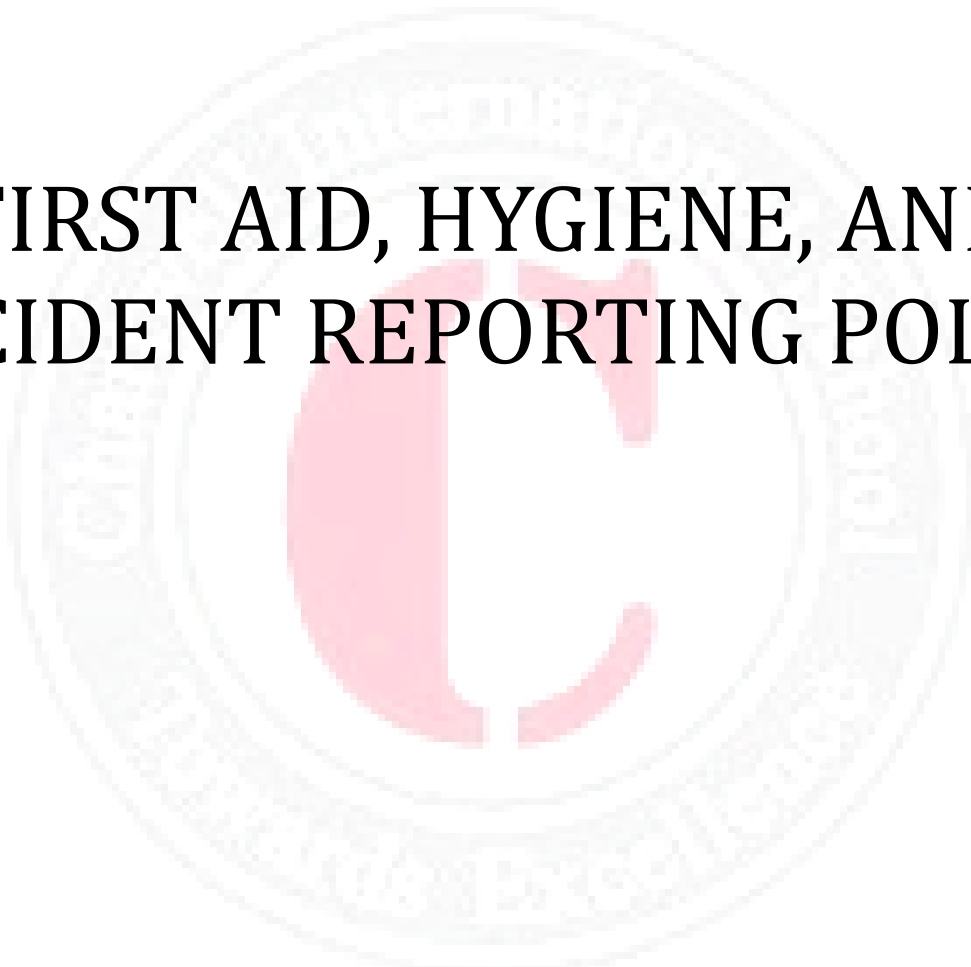




FIRST AID, HYGIENE, AND ACCIDENT REPORTING POLICY

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FIRST AID, HYGIENE, AND ACCIDENT REPORTING POLICY	1
0. Health, Safety & Hygiene Framework	3
1. Definition and Aims	3
3. Health Team and First Aid Teams	4
4. First Aid Boxes and Custody of Medications	4
First Aid Boxes	4
Medication Policy & Storage	
Procedure During Nurse Absence (La Dehesa Campus)	6
5. First Aid Event Procedure	6
5.1 Dissemination and Induction	6
5.2 Duties of the First Aider and Communication	7
5.4 Emergency Criteria and Contacts	7
6. Records and Parent/Guardian Notification	7
Internal Record of Incidents	7
Parent/Guardian Notification	8
7. Training	8
8. Educational Visits	8
9. Appendix 1: Accident and First Aid Record Form	9
10. Appendix 2: Reception Info Poster	10
EMERGENCY CALL CHECKLIST & FLUX La Dehesa	10
EMERGENCY CALL CHECKLIST & FLUX Gran Vía	11
EMERGENCY CALL CHECKLIST & FLUX Vía Azul	12
11. Appendix 3: Request for the School to Administer Medication	13
Request for the School to Administer Medication	13

0. Health, Safety & Hygiene Framework

0.1 General Health and Safety Policy

The school is committed to ensuring a healthy, safe, and clean working and learning environment for all students, staff, contractors, and visitors. This policy is governed by the regulations of the Ministry of Health (MINSAL) and the international requirements of the COBIS standard.

0.2 Organizational Responsibilities

- **Operations and Finance Team:** Ensures financial and logistical resources for infrastructure maintenance, emergency equipment, and optimal sanitary conditions.
- **Maintenance, Operations Team:** Supervises regular facility inspections, risk map updates, deep cleaning, and compliance with hygiene regulations.
- **Teaching and Administrative Staff:** Maintains order in classrooms, immediately reports any risk condition or defect, and enforces student self-care protocols.

0.3 Basic Sanitation and Hygiene Standards

- **Cleaning and Disinfection:** Daily sanitization plan for classrooms, restrooms, high-touch surfaces, and recreational/dining areas.
- **Food and Supply Handling:** Strict monitoring of sanitary compliance in cafeterias, canteens, and kitchens across all campuses.
- **Waste Management:** Proper and safe disposal of waste and rubbish produced within school facilities.
- **Air Quality and Ventilation:** Guaranteed natural or assisted ventilation in all enclosed spaces.

1. Definition and Aims

Definition of First Aid

In the school context, First Aid is defined as immediate, temporary, and limited care provided to a student, staff member, or visitor who suffers an accident, injury, or sudden illness within school facilities or during off-site school activities. Its primary objective is to preserve life, prevent the affected person's condition from worsening, alleviate pain, and promote recovery while obtaining professional medical care or coordinating transfer to an emergency medical center.

Main Objectives

- To provide timely and correct basic first aid or emergency care for the preservation of life to all students, staff members, and visitors across all school campuses.
- To ensure the existence of clear, known, and periodically evaluated protocols to maintain a safe working and learning environment.

Specific Objectives

- To provide continuous and updated first aid training to designated teams at each campus.
- To appoint and train First Aid Teams at each campus (teachers per year group/grade, reception staff, and security team).
- To maintain a complete, standardized, and accessible stock of first aid supplies at strategic points across campuses.
- To monitor and immediately replenish first aid kit supplies after each event or on a regular basis.

2. Policy Communication & Annual Distribution

To ensure transparency and full awareness across the school community, this policy is sent annually at the beginning of the academic year to all current families, as well as to all newly enrolled parents/guardians during their onboarding process. The latest version remains permanently accessible at the Reception and Nurse's Office across all campuses.

3. Health Team and First Aid Teams

The school has a care structure organized by campuses to guarantee continuous coverage during the school day:

La Dehesa Campus

- School Nurse's Office: Qualified Registered Nurse in charge of primary care, evaluation, administration of authorized medications, and emergency rescue coordination.
- Receptionist: Paloma Silva.
- Lower and Upper Primary First Aid Team: Magdalena Carrasco, Paula Rehier, Marcela Vivanco, César Torres, Naomi Kaldi.
- Lower and Upper Secondary First Aid Team: Josemaría Larrebourg, Andrés Gutiérrez, Fernanda Vicuña, Pablo Alarcón.

Gran Vía and Vía Azul Campuses

At these campuses, primary care is delivered by trained staff and designated Lead First Aiders:

- **Gran Vía Campus:**
Krista Dewald
Tabita Penroz
María Clara Vicentini
Amanda Geisse
- **Vía Azul Campus:**
Antonina Viksenko
Claudia Muñoz
All Preschool teachers

Note: All school personnel have the responsibility to collaborate during an emergency. The school ensures the continuous presence of at least one member of the First Aid Team during school hours.

4. First Aid Boxes and Custody of Medications

First Aid Boxes

There is 1 first aid box per 100 students across all campuses. Each campus maintains fixed first aid boxes as well as portable kits for school outings.

Campus leaders and the school nurse conduct monthly inspections to check expiration dates and replenish inventory.

Mandatory Post-Emergency Inventory: Immediately after responding to an event, an inventory of the used first aid box will be conducted to replace consumed supplies without delay.

Fixed First Aid Box Locations

- **La Dehesa Campus:** Nurse's Office (Full Master Kit), Reception, and Study Room (Satellite Kits).
- **Gran Vía Campus:** Reception.
- **Vía Azul Campus:** Reception.

First Aid Kit Specifications & Contents

A. Full Master First Aid Kit (Nurse's Office & Central Receptions)

This comprehensive kit includes diagnostic, measurement, and respiratory support equipment for central health evaluations.

- **Information & Records:** Emergency contacts card (Clínica Alemana, Mutual de Seguridad, SAMU, Fire Department, Carabineros, reception extensions, exact campus address), Accident and First Aid Record Forms, and a pen.
- **Measurement & Diagnostic Equipment:** Pulse oximeter, blood pressure monitor, digital thermometer, blood glucose meter + test strips.
- **Respiratory Support & Hypoglycemia:** Salbutamol inhaler, spacer device, and 2 fruit juice boxes (AFE) for hypoglycemia management.
- **Wound Care & Dressing Supplies:** 10 gauze units (10x10 cm), 10 gauze units (5x5 cm), 6 abdominal pads, 10 saline solution pods (20 cc), Micropore tape, 10 adhesive bandages (plasters), and 3 Elastomull bandages (10 cm).
- **Protection & Emergency Tools:** 10 pairs of nitrile gloves (size M/L), trauma shears, hand sanitizer gel, 3 disposable ice packs (cold compresses), 2 emergency thermal blankets, and 1 CPR face shield.

B. Satellite First Aid Kits (Sports Courts & Peripheral Campus Stations)

Designed for immediate first response to minor trauma, sports injuries, cuts, and contusions.

- **Information & Records:** Emergency contacts card, Accident and First Aid Record Forms, and a pen.
- **Wound Care & Trauma Supplies:** 10 gauze units (10x10 cm), 10 gauze units (5x5 cm), 10 saline solution pods (20 cc) for eye/wound washing, 20 adhesive bandages (plasters - assorted sizes), 2 Elastomull / elastic bandages (10 cm) for joint support, and 1 Micropore tape.
- **Protection & Ice:** 6 pairs of nitrile gloves, 3 disposable ice packs (cold compresses), 1 CPR face shield, and hand sanitizer gel.

Medication Policy & Storage

Storage and Safe Custody:

- No student may carry medications in their backpack or locker (except for rescue inhalers or pre-notified EpiPens).
- Both student and teaching/administrative staff medications must be stored under lock and key in the Nurse's Office safe (La Dehesa) or in the Reception safe (Gran Vía and Vía Azul).

Administration of Medication

All medications required by a student during the school day must be stored, safeguarded, and administered exclusively by the school nurse at La Dehesa Campus, or by designated Lead First Aiders at Gran Vía and Vía Azul campuses.

To administer any medication, the following mandatory requirements must be met:

1. The parent/guardian must complete and sign the formal **Medication Administration Request Form** included at the end of this protocol (**Appendix 3**).
2. The parent/guardian must deliver the medication personally in its original packaging as dispensed by the pharmacy.
3. It must include an attached copy/image of an updated medical prescription or medical indication (valid for a maximum of 6 months), clearly stating the dosage, route of administration, and required schedule during school hours (**Appendix 3**).
4. A log will be maintained recording all medications stored and administered in the nursing office or reception safe.
5. **Safe Custody:** No student is permitted to carry medication in their school bag or locker (except for pre-notified rescue inhalers or EpiPens). All medications must be locked in the Nurse's Office safe (La Dehesa) or Reception safe (Gran Vía / Vía Azul).
6. **Important Note:** The school nursing office does not carry its own stock of over-the-counter medications (such as painkillers, antipyretics, etc.). All pharmaceuticals must be provided by the family under the conditions outlined above.

Procedure During Nurse Absence (La Dehesa Campus)

Note: Since the School Nurse is based exclusively at La Dehesa Campus, this absence protocol specifically governs procedures at this site.

In the event that the school nurse is absent or away from the nursing office:

1. **First Aid Care:** Primary first aid care will be provided by the designated First Aid Teams across campuses.
2. **Access & Keys:** Receptionist (Paloma Silva) holds the keys to the Nurse's Office, maintaining full access to stored first aid supplies, the safe, and medical logs.
3. **Medication Administration & Qualifications:** Scheduled medication administration will be handled by receptionist (Paloma Silva), who is fully trained in First Aid and Medication Administration. She will strictly follow the parent's authorization form (**Appendix 3**) and the pre-arranged schedule.
4. **Prior Preparation & Guidance:** To guarantee patient safety, the nurse will provide prior clinical orientation, clear instructions, and pre-prepare the required supplies, dosages, and logs before delegation.

5. First Aid Event Procedure

5.1 Dissemination and Induction

Accident protocols are made known to all staff at the beginning of the school year.

5.2 Duties of the First Aider and Communication

- Respond promptly to calls for assistance via the campus walkie-talkie system.
- Provide first aid within the limits of their competence and training.
- Always use personal protective equipment (disposable gloves) when handling body fluids.
- Injured persons must be moved to the nearest available room or Nurse's Office to receive care only if their health condition allows it.
- Evaluate the need to call emergency/rescue services and activate them without delay.
- Record the accident on the Accident and First Aid Record Form.

5.3 Emergency Response Protocol and Operational Coordination

- **Emergency Call Priority:** Whenever a medical emergency is deemed to be occurring, an ambulance will be called BEFORE parents or guardians are contacted. In case of doubt, the call to the rescue service must be made immediately to receive telephone guidance and determine the need for transfer.
- **Call Standardization (Reception Info Poster):** A visible poster is located in each reception area next to the telephone with the exact information required when requesting an ambulance (exact campus address, access points, patient details, primary symptom, and level of consciousness).
- **Coordination with Security and Access Team:** When requesting an ambulance, campus security personnel are immediately alerted to clear access gates, facilitate entry, and guide the rescue unit directly to the area closest to the victim.
- **Head of School Notification:** If medical treatment or hospital transfer is considered necessary, the Head of School must be informed immediately.
- **Dismissal Home Due to Illness/Distress:** If a student becomes unwell or distressed following an accident, or requires more care than the school can provide, the Head of School may authorize for them to be sent home. The Head of School must always be informed of any student or staff member who is referred or sent home.

5.4 Emergency Criteria and Contacts

- **Students** (Clínica Alemana Rescue Coverage): For emergencies or severe trauma (loss of consciousness, respiratory distress, suspected fracture, seizures, anaphylaxis, significant head injuries), call Clínica Alemana Rescue at +56 2 2910 9911.
- **Staff / Adults** (Mutual de Seguridad - Law 16.744): In the event of a workplace accident or unforeseen serious illness, contact Mutual de Seguridad at 1407. If it is a vital emergency, an ambulance is requested; otherwise, the worker will travel by their own means.
- **Accompaniment:** If a student must be transported by ambulance and their parents have not arrived, a member of the school staff will accompany them at all times.

6. Records and Parent/Guardian Notification

Internal Record of Incidents

- **Mandatory Duty:** Every incident or emergency must be recorded on the **Accident and First Aid Record Form (Appendix 1)**.
- **Responsibility for Completion:** The form must be completed and signed directly by the individual (nurse, first aider, teacher, or receptionist) who administered the first aid care. It is the direct responsibility of the person attending the event to ensure this record is filled out immediately after providing care, ensuring no report is left pending.
- **Required Details:** The record must specify the date, time, exact location, description of the event, care provided, supplies used, final outcome/referral, and the printed name and signature of the attending staff member.

Parent/Guardian Notification

- **Minor Injuries:** Parents are notified during the school day via WhatsApp or email.
- **Head Injuries:** All head injuries are reported via telephone to the parent/guardian, while keeping the student under observation at school for the rest of the day (this does not imply continuous rest in the Nurse's Office).
- **Emergencies or Transfers:** Parents are contacted immediately after requesting an ambulance.

7. Training

The school arranges regular, certified training in First Aid and CPR for each campus's response teams, receptionists, and Physical Education (PE) teachers.

Annual Training Plan

Includes the following key topics adapted to the school population:

- Cardiopulmonary Resuscitation (CPR) and choking management (FBAO).
- EpiPen use for anaphylaxis (severe allergies).
- Management of asthma attacks and inhaler use.
- Management of hypoglycemia and blood glucose meter use.
- Seizure management.
- Traumatic brain injury protocol (head injuries).
- Fracture management and initial immobilization.

8. Educational Visits

- Any off-site trip must include a portable first aid kit and have at least one member of the team trained in first aid (Nominated First Aider).
 - Students with chronic conditions (asthma, diabetes, severe allergies) must carry their rescue medications under teacher custody.
- Applicable Supervision Ratios: *Any activity near water (rivers, lakes, swimming pools) or adventurous activities requires a minimum ratio of 1:6 and the presence of at least 2 adults.

Age Group	Local Trip
EYFS	1:7
Primary	1:10
Secondary	1:10

9. Appendix 1: Accident and First Aid Record Form

INCIDENT / ACCIDENT AND FIRST AID RECORD DOCUMENT

Campus: ☐ La Dehesa ☐ Gran Vía ☐ Vía Azul

Full Name of Affected Person: _____

☐ Student (Year/Grade: _____) ☐ Staff / Adult / Visitor

1. EVENT DETAILS

Date: ____/____/202__ Time: ____:____ hrs.

Location of Event (Playground, Classroom, Pitch, etc.): _____

2. DESCRIPTION OF THE INCIDENT / ACCIDENT

3. CARE PROVIDED AND CONDITION

First Aid Administered:

Attended By: _____

4. REFERRAL AND COMMUNICATION

☐ Returned to Class

☐ Collected by Parent/Guardian

☐ Emergency Medical Transfer via Clínica Alemana Rescue (Student)

☐ Referral to Mutual de Seguridad (Staff)

Parent / Contact Notified: _____

Time of Call: ____:____ hrs. Contacted By: _____

First Aid Kit Supplies Used:

Reporting Person's Name and Signature: _____

Date of Record: ____/____/202__

10. Appendix 2: Reception Info Poster

EMERGENCY CALL CHECKLIST & FLUX La Dehesa

📞 Clínica Alemana Rescate: +56 22 910 9911

1. LOCATION & ACCESS (Give this immediately to the dispatcher)

- **Address:** El Rodeo 13710, Lo Barnechea.
- **Landmarks:** Between Huelquén Montessori School and San Rafael Polivalente School (Former Bertait College site).
- **Contact Phone for Ambulance:** +569 9370 6365.

2. PATIENT'S CRITICAL CONDITION (Triage Questions)

- **Is the patient conscious?** (Responds to voice or touch / Unconscious).
- **Is the patient breathing?** (Breathing normally / Struggling to breathe / Not breathing / Bluish lips).
- **What exactly happened?** (Fall, seizure, severe allergic reaction, heavy blow to the head, cardiac arrest).
- **Visible Injuries & Bleeding:** (Active severe bleeding, visible fractures, open wounds).
- **First Aid provided so far:** (Wound care, Heimlich maneuver, CPR in progress — *mention number of cycles*).

3. PATIENT'S BACKGROUND INFO (Can be given while the ambulance is en route)

- **Patient's Name:** _____
- **Approximate Age:** _____ | **Gender:** M / F
- **ID Number (RUT):** _____
- **Known Medical History:** (Asthma, Diabetes, Epilepsy, Severe Allergies).
- **Parents' Contact Number:** _____

4. IMMEDIATE INTERNAL ACTIONS (Do not wait for the ambulance to arrive)

- A. Gate & Driveway Coordination (Noel & Pedro):** Immediately notify **Noel and Pedro** to manage the main entrance. Their specific duties are:
- Street Spotting:** Stand outside on the street to flag down the ambulance so the driver does not miss the school entrance.
 - Gate & Path Clearance:** Open all necessary gates immediately and clear the driveway of any vehicles or obstacles.
 - Direct Guiding:** Guide the ambulance directly and quickly to the **exact location of the accident** (basketball court, classroom), as the student may not be inside the nursing office.
- B. Leadership Notification & Nurse Accompaniment:** Inform School Leadership (*Direction*) immediately about the situation and the emergency transfer.
- Nurse Departure:** As the school nurse, you will accompany the student in the ambulance to ensure continuity of clinical care until the parents arrive at the medical center.
 - School Coverage:** Leadership must be informed immediately of your departure so they can manage school operations and protocols while the nursing office is temporarily vacant.

EMERGENCY CALL CHECKLIST & FLUX Gran Vía

📞 Clínica Alemana Rescate: +56 22 910 9911

1. LOCATION & ACCESS (Give this immediately to the dispatcher)

- **Address:** Gran Vía 8105, Vitacura.
- **Contact Phone for Ambulance:** +569 3867 7698

2. PATIENT'S CRITICAL CONDITION (Triage Questions)

- **Is the patient conscious?** (Responds to voice or touch / Unconscious).
- **Is the patient breathing?** (Breathing normally / Struggling to breathe / Not breathing / Bluish lips).
- **What exactly happened?** (Fall, seizure, severe allergic reaction, heavy blow to the head, cardiac arrest).
- **Visible Injuries & Bleeding:** (Active severe bleeding, visible fractures, open wounds).
- **First Aid provided so far:** (Wound care, Heimlich maneuver, CPR in progress — *mention number of cycles*).

3. PATIENT'S BACKGROUND INFO (Can be given while the ambulance is en route)

- **Patient's Name:** _____
- **Approximate Age:** _____ | **Gender:** M / F
- **ID Number (RUT):** _____
- **Known Medical History:** (Asthma, Diabetes, Epilepsy, Severe Allergies).
- **Parents' Contact Number:** _____

4. IMMEDIATE INTERNAL ACTIONS (Do not wait for the ambulance to arrive)

Gate & Access Coordination (Luis Tineo): Immediately notify Luis Tineo to manage the main entrance:

- **Street Spotting:** Stand outside on the street to flag down the ambulance so the driver does not miss the school entrance.
- **Gate & Path Clearance:** Open all necessary gates immediately and clear the entrance path of any obstacles or vehicles.
- **Direct Guiding:** Guide the ambulance directly to the exact location of the accident.

Leadership Notification: Inform School Leadership (Direction) immediately about the situation and the emergency transfer.

Teacher / Lead First Aider Accompaniment: Since there is no school nurse on site at Gran Vía, a designated Teacher or Lead First Aider will accompany the student in the ambulance to ensure continuous adult supervision until the parents arrive at the medical center.

School Coverage: Leadership must be informed immediately of the teacher's departure so that classroom/duty coverage is arranged without delay.

EMERGENCY CALL CHECKLIST & FLUX Vía Azul

📞 Clínica Alemana Rescate: +56 22 910 9911

1. LOCATION & ACCESS (Give this immediately to the dispatcher)

- **Address:** Vía Azul 3787, Vitacura.
- **Contact Phone for Ambulance:** +569 3092 4771

2. PATIENT'S CRITICAL CONDITION (Triage Questions)

- **Is the patient conscious?** (Responds to voice or touch / Unconscious).
- **Is the patient breathing?** (Breathing normally / Struggling to breathe / Not breathing / Bluish lips).
- **What exactly happened?** (Fall, seizure, severe allergic reaction, heavy blow to the head, cardiac arrest).
- **Visible Injuries & Bleeding:** (Active severe bleeding, visible fractures, open wounds).
- **First Aid provided so far:** (Wound care, Heimlich maneuver, CPR in progress — *mention number of cycles*).

3. PATIENT'S BACKGROUND INFO (Can be given while the ambulance is en route)

- **Patient's Name:** _____
- **Approximate Age:** _____ | **Gender:** M / F
- **ID Number (RUT):** _____
- **Known Medical History:** (Asthma, Diabetes, Epilepsy, Severe Allergies).
- **Parents' Contact Number:** _____

4. IMMEDIATE INTERNAL ACTIONS (Do not wait for the ambulance to arrive)

Gate & Access Coordination (Yesi Morales): Immediately notify Yesi Morales to manage the main entrance:

- **Street Spotting:** Stand outside on the street to flag down the ambulance so the driver does not miss the school entrance.
- **Gate & Path Clearance:** Open all necessary gates immediately and clear the entrance path of any obstacles or vehicles.
- **Direct Guiding:** Guide the ambulance directly to the exact location of the accident.

Leadership Notification: Inform School Leadership (Direction) immediately about the situation and the emergency transfer.

Teacher / Lead First Aider Accompaniment: Since there is no school nurse on site at Vía Azul, a designated Teacher or Lead First Aider will accompany the student in the ambulance to ensure continuous adult supervision until the parents arrive at the medical center.

School Coverage: Leadership must be informed immediately of the teacher's departure so that classroom/duty coverage is arranged without delay.

11. Appendix 3: Request for the School to Administer Medication

Request for the School to Administer Medication

I request that (Full name of Student) be given the following medicine(s) while at school:

- **Student's date of birth:** **Group / Class:**
- **Medical condition, diagnosis, or illness:**
- **Name of Medicine:** (as described on container)
- **Dosage and method:** **Time(s) to be given:**
- **Expiry date:** **Duration of course:**
- **Other instructions:**
- **Date of delivery to school:** ____ / ____ / 202__ **Number of pills/tablets delivered:**

The above medication has been prescribed by the family or hospital doctor (Health Professional note attached as appropriate). It is clearly labelled indicating contents, dosage, and student's name in FULL.

I understand that I must deliver the medication personally, along with the signed request form and the updated medical prescription, directly to the **School Nurse or Campus Receptionist**.

I understand that I must notify the school/setting of any changes in writing.

Signed: **Print Name:** (Parent / Guardian)

Daytime telephone number:

Please attach below an image of the updated prescription or medical indication.

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the student.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.

FOR SCHOOL USE ONLY (To be completed by receiving staff member)

- **Received by (Full Name):** **Role / Position:** ☐ School Nurse ☐ Receptionist
- **Campus:** ☐ La Dehesa ☐ Gran Vía ☐ Vía Azul
- **Name of medication verified:**
- **Dosage verified:** **Number of pills/tablets received & counted:** units
- **Updated prescription attached:** ☐ Yes ☐ No

Staff Member Signature: **Date:** ____ / ____ / 202__