



First Aid and Medical Policy

School Nurse

Tokyo West International School (TWIS) has a qualified nurse at the school. The Nurse is responsible for dealing with day-to-day illnesses and injuries for both students and staff. The Nurse will communicate with parents, local doctors and hospitals if necessary, through the administration staff.

a. First Aid Resources

The TWIS School Nurse ensures that there are adequate first aid resources throughout the school. First aid kits can be found in the following locations:

- Administration office
- School buses
- Go-Packs for taking off site
- Nurses room
- Every classroom

AED machines can be found in the following locations:

- MPH
- In front of meeting room (First Floor)

b. First Aid Training

All teaching staff at TWIS will undergo basic first aid training during the year. The course will cover basic first aid, infant and adult cardiopulmonary resuscitation (CPR) and how to use an Automated External Defibrillator (AED) machine.

c. Dealing with incidents

Staff will deal with local incidents themselves by using the first aid kit in their classroom or office. For more serious situations and in the case of illness, students can be sent to the school nurse room for treatment. Students should be accompanied by a teacher or by another student if needed. If students need to leave school, the School Nurse, through administration, should contact parents. Parents are then required to pick up the ill child at a designated time or at the end of the school day. The nurse will keep the class teacher informed of the situation with the student and will send them back to class if and when they are feeling better. Serious injuries, especially those involving a blow to the head, should be sent to the school nurse immediately. A record of accidents and incidents (incident report) should be filled out by the staff member who witnessed the incident, or the staff member in charge of the class at that time. The emergency telephone number for an ambulance in Japan is 119. Staff on duty will call an ambulance through the administration staff if an ambulance is



deemed necessary.

Medicines in School

Any medicines in school for students should be kept by and administered by the school nurse. The school nurse can only administer medicines to students with written permission from the parents or doctor; parents must complete a written note or email to the school.

Inhalers

The school nurse has an up to date list of students who suffer from asthma or use inhalers during the school day. Inhalers are kept by the students in their school bag for ease of access during the day. The parents of the student are responsible for education and use of personal inhalers.

Epi-Pens

Epi-pens for students in danger of extreme allergic reactions and possible anaphylaxis will have 1 epi-pen kept in their school bag and the other epi-pen kept in the nurse room. The school nurse, classroom teacher and administration staff must be aware of how and when to administer the epi-pen. It is the home room teachers responsibility to ensure the student has their epi-pen for off-site activities and field trips.

Cleaning up fluids

When cleaning up fluids such as vomit and feces the appropriate protective clothing and disinfectant must be used to sanitize the affected area. Protective clothing consists of a minimum of latex gloves to be worn when handling any fluid clean ups.

Infectious diseases

Students and staff who contract infectious diseases must be absent from school per their doctor's advice. Staff and students returning to school after an infectious disease must bring a doctor's note and clearance form before they can rejoin their class.

Staff Medical checks

All employees at TWIS will have the opportunity to take a medical check each year. TWIS will cover the costs for this medical check. Individual staff members are free to opt out of the medical check if they wish.