

FIRST AID AND EMERGENCY POLICY

RATIONALE

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

The school has a separate policy for the administration of medicines and reporting of incidents and accidents.

AIMS

This document sets out the policy to be followed for the provision of First Aid within SBS. It also gives general guidance for the provision of first aid for pupils and staff on visits away from the school.

SCOPE: All Staff

POLICY STATEMENT

The School Nurse is the nominated person for first aid. In addition, other members of staff are First Aid trained and can be called up if required.

Students or employees who require specific medication or have special medical requirements shall be noted and kept in their file. Such records shall be maintained and their contents made known to those people appointed to deliver first aid treatment.

First Aid boxes are located around the school and will be checked on a regular basis by the Nurse.

Travelling First Aid kits are located in the clinic. These First Aid kits are to be taken on any field trips with SBS students off school property. The Teacher in charge/First Aider will take responsibility for the kit during the trip.

The following procedures are observed when administering first aid

- Wear disposable gloves. When taking off the gloves ensure they are inside out and the contaminated side is not exposed. Discard used gloves and dressings inside a plastic bag and dispose of carefully in a covered bin.
- Wash surfaces with approved cleaning agent including the ground after contact with blood or other body fluids. The cleaners are notified to use disinfectant to mop these surfaces.
- If clothes are bloodstained or soiled, change for clean ones.
- If a first aider or other employee has direct contact with another person's blood or other body fluids, the exposed part of his or her body should be washed immediately with soap and water.
- Students with head injuries are to be examined by the Nurse. The Nurse will contact the student's parents and Bump to the Head form will be completed. The Nurse will document the treatment provided and action taken along with a copy of the Bump to the Head form in the student's file.

MEDICAL ALERT

- There will be a medical alert list displayed (including photographs of children) with medical conditions and the treatment plan in an area accessible to staff e.g. workroom, staff room and pool area.
- Staff will be informed of any changes to those individuals on the list (i.e. medical conditions/receiving treatment).

SICK STUDENTS

If a staff member feels that a student is not well enough to continue being in school, they will be referred to the School Nurse. Staff should complete a Sick Slip to accompany the student to the clinic. Refer to Clinic Procedures for specific instructions.

TRIPS AND VISITS OFF-SITE

Risk assessments will be undertaken prior to all off-site visits by the Teacher-in-Charge. A trained first aider must accompany children on all school trips. A first aid kit, available from the clinic, should always be taken on such visits by the first aider. Pupils with medical conditions are identified for each trip, and the first aider/trip leader informed. Epi-pen, inhalers or extra medical supplies / equipment will be made available. The trip organiser will be responsible for the safety of all students and will carry emergency numbers and a copy of the emergency procedures.

FIRST AIDERS

First aid training usually lasts for three years. The Nurse will make arrangements for re-training and re-certification for each first aider during the school year. Staff are encouraged to train in CPR and First Aid as part of their training and development.

ROLES AND RESPONSIBILITIES

The School Nurse:

- Ensures that all medical supplies and equipment needed for first aid and emergency care are available and in working condition in the school clinic.
- Assesses needs of students, staff and visitors (examines/observes/measures vital signs) who require first aid care.
- Administers the first aid care appropriate to his/her condition or needs.
- Provides privacy to the patient during medical examinations.
- Checks that all findings and recommendations are recorded in the student's School Health Record.
- Monitors student who are frequently absent from school due to health related problem.
- Measures height and weight of students and calculates BMI at the start of academic year. For those students with deviations from normal measurements, repeat the measurements regularly.
- Administers medicines, treatment as per the written standing order of the School Doctor.
- Administers independent nursing measures appropriate to the identified needs of the sick student.
- Monitors the student's condition in the school clinic before sending the student home or back to the classroom.
- Presents health education materials/aid that will help to enhance health practices of students.
- Keeps updated knowledge, skills and practice related to school Health requirements
- The Nurse checks all boxes at least once per term. Any person who uses an item from a first aid box should inform the Nurse as soon as possible so that it can be replaced.

Classroom Teachers:

- Observe and report students with unhealthy practices.
- Refer promptly students who are showing signs of visual, hearing and learning difficulties.
- Refer student with fever, rash or unusual behavior.
- Report presence of potential hazards in the classroom.
- Motivate student to enhance healthy practices.

Implementation Date: September 2019

Review Date: September 2020

Reviewed by: _____

**May Ann Angeles, DHA-RN
Lead School Nurse**

Approved By: _____

**Zara Harrington
Principal**