



## FIRST AID POLICY

### RATIONALE:

This school is responsible for all pupils from the time of arrival at school, to the time of departure. This necessitates that adequate procedures are developed for the care of children, in all aspects of pupil safety and health while they are at school.

### PURPOSES:

1. To provide adequate facilities for attending to all children following an accident or sickness at school.
2. To ensure that a programme of basic first aid is made available for all staff annually.
3. To provide a form to record all injuries and the attention given.
4. To establish a telephone contact network for all parents, so that attention (doctor/hospital) can be given to all pupils without undue delay.
5. To ensure that specialised aid is made available for pupils in the event of parents being unable to be contacted.

### GUIDELINES:

1. A First Aid Officer is appointed from within the staff.
2. The First Aid Officer is responsible for liaising with the Public Health Nurse regarding current procedures and practices.
3. The First Aid Officer is responsible for administering non-emergency prescribed medicines when authorised in writing by parents.
4. First Aid supplies are budgeted for and safe storage practices for these supplies is implemented.
5. All staff are aware of the school first aid safety procedures, children with specific medical needs and of MOE guidelines for Infection Control of HIV/AIDS, other blood borne viruses, and Corona viruses, such as Covid-19.
6. The staff on playground supervision are responsible for ensuring that all accidents/injuries in the playground are attended to, with the assistance, if necessary, of the First Aid Officer.
7. All injuries that are the result of any accident, other than minor incidents, will be recorded in the Injuries Book. Parents will be notified of any injury be it minor or major, to the head and neck.
8. A register of children who have special medical needs is kept in the first aid room and updated regularly.
9. An allergic reaction management plan for children with specific allergies will be displayed in the sickbay/staffroom and the appropriate classroom.
10. A health management plan for children with medical or health issues will be kept in the classroom register.
11. A list of telephone contacts for parents/caregivers is kept in the office and is updated regularly.
12. The school will comply with its legal and contractual obligations relevant to first aid practices.
13. The Board will fund staff to complete renewal of first aid certificates so there is always a percentage of staff holding current certificates.
14. When the school suspects an incidence of a notifiable illness (e.g., measles), the school will ensure appropriate advice is given to the parents, and local authorities (including the Public Health Nurse) are informed. If necessary, the affected student/s will be required to stay home for the length of time advised by medical authorities.
15. Children who have suspected Covid or who are close contacts of known cases will be sent home as soon as practicable, for the required number of isolation days.

### CONCLUSION:

The school will give all pupils the care and attention that would be given by a prudent parent.

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**NELP Objective 1**

**Priorities: 1**

**Policy: 33**

**Review Date: July**

17/08/2022

**TIRIMOANA SCHOOL FIRST AID SAFETY**  
**APPENDIX TO GUIDELINES**

1. A child's health status should not affect their right to an education. This includes children with HIV/AIDS and/or Hepatitis B infection. Children with infection should be able to participate in all school activities to the extent their health permits. Should their health deteriorate, special programmes or inter-agency support may be necessary.
2. Children with HIV infection may be at greater risk if classmates are carrying infectious diseases such as chickenpox, measles, or mumps. The school will keep parents of HIV positive children informed when there are outbreaks of infections in the school.
3. In dealing with any injury, all children should be treated as if they have a blood-borne virus. Staff should wear gloves for all procedures when treating an injury involving blood.
4. First aid kits will include disposable gloves, disposable wipes, and plastic bags for contaminated waste, a skin disinfectant and suitable dressings and plasters. The first aid room will include specified items on the first aid basic school list. This will be updated by the First Aid Officer
5. At all times children have a right to privacy. Staff will be informed of children with infections and/or blood-borne viruses. The parent body in general will not be informed.
6. Children who are in the first aid room/sick bay will be regularly monitored by a staff member at reasonable intervals. Any child in the first aid room/sick bay must be returned to class or sent home by an authorised person.
7. Cleaning staff will be aware of correct procedures for disposal of contaminated wastes.
8. First aid kits will be available from the office between Rooms 14 and 15, office between Rooms 20 and 21, Junior DP office, Caretaker's Room, and Sickbay.
9. At all times the school aims to have 50% of staff including the First Aid Officer have a valid first aid certificate.
10. Head and back injuries will be regarded as serious. Parents will be informed immediately and the principal notified. Any movement of the child must be kept to a minimum.
11. If in the opinion of the duty teacher, an injury is sufficient to require closer examination by the Doctor, then he/she will consult with the First Aid Officer and Principal, who will then inform the parent/caregiver immediately.
12. Staff will apply procedures outlined in the Guidelines for Infections Control if HIV/AIDS and other blood-borne viruses in schools, when treating injuries involving loss of blood.
13. Administration of any medication must be according to the prescribed school procedures outlined on the permission form to administer medication.
14. Staff will apply procedures outlined in the Guidelines for Infectious Control if a Corona virus, for example Covid-19, is identified in schools. Staff and children will be advised on procedures of regular handwashing, sneezing etiquette, and staying home when sick.
15. Whenever a child is observed with head lice, a standard letter available from the office is to be sent home to parents/caregivers of every child in the class advising of suitable treatments.
16. The school will request up to date immunisation records for all students at enrolment. If an epidemic of a notifiable disease occurs, students who have not been immunised will be required to stay home for a designated period.

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