



RISSALAH COLLEGE FIRST AID POLICY

POLICY AND PROCEDURES DOCUMENTS 2017

Policy Review

This Policy was approved on 1st March 2017 and will be reviewed at least every two years. The next due date for review is therefore 1st March 2019. Where any material change is deemed appropriate to be made to this Policy, it may be amended and submitted for review and approval at an earlier date.

First Aid Policy

Purpose:

To provide students with first aid treatment as required.

To ensure all teachers hold current First Aid Certificates, to assist students with first aid requirements.

Guidelines:

To ensure appropriate resources and staff are available to assist students with their First Aid needs.

An accurate record of student injuries and illnesses will be kept in the Deputy Principals Office, detailing treatment and actions taken.

Procedures:

All injuries that have required treatment or where the parent has been contacted will be recorded on an Accident to School Student Form.

In the event of any head injuries, parents will be contacted and teachers will record it on the Accident to School Student Form.

A copy of the Accident to School Student Form is attached to this policy.

The appropriate proforma will be used to inform parents about injury or illness at school if parents cannot be contacted by phone.

Professional Development will be provided by accredited Trainers to train and update the staff in their First Aid Levels.

The school will ensure that the First Aid supplies for the sickroom, excursion kit, camp kit and yard duty kits are fully equipped.

An adult with a current First Aid Certificate will be sent on Camps and Excursions to administer First Aid.

A staff member will be nominated to coordinate and manage the First Aid requirements in the school.

An ambulance will be called where a staff member deems it necessary. (Parents will be responsible for all associated costs).

A chart outlining First aid Practices will be displayed in the staffroom to advise visitors and new staff of procedures to be followed.

Staff members with current First Aid certificates will be identified on a list in the Sickroom.

If a child tells the teacher in class that he or she is feeling sick and is showing relevant symptoms, the teacher is to send the child to Sick Bay together with another child as escort (depending on the age of the child and the severity of the symptoms). The Sick Bay Supervisor will assess the child and administer first aid if required. The Sick Bay Supervisor will then ring the child's parent and inform him or her of the situation. The child will remain in Sick Bay until the parent picks him or her up. If the child has a minor injury, he or she can be sent back to class. The Sick Bay Supervisor should not send a sick child back to class.

If a child faints or has a seizure in the classroom, the teacher will send for the Sick Bay Supervisor to come and provide assistance. The teacher is to apply first aid procedures if necessary.

Teachers on playground duty during recess and lunchtime are to carry a small first aid kit with band-aids and bandages for minor injuries. If a student is injured in the playground and requires more serious medical attention, the teacher on duty will send the student together with an older student for escort, to Sick Bay for treatment. Teachers can treat minor injuries in the playground but cannot leave their area of duty.