First Aid Policy

1. Rationale / Background

The First Aid procedure at Montrose Bay High is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that the team consists of qualified Adult First Aiders and not trained doctors or nurses. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

2. Requirements / Outcomes

- To provide effective, safe First Aid cover for students, staff and visitors in a competent and timely manner.
- To ensure that all staff and students are aware of the system in place.
- To communicate student health problems to parents when considered necessary.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a first aid certificate.

3. Responsibilities

**Members of the First Aid Team will:**

- Ensure all workplace standards procedures are followed (under Critical Appendix)
- Ensure that their qualifications are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week, where possible.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. (This includes wearing gloves, calling for help from other First Aiders or Emergency Services)
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always available.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative.
  - The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison must occur with the person in charge of teacher relief, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid area adjacent to the office. In the case of an accident, the Accident Report form must be completed by the appropriate person immediately after the event.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin.

**Senior Staff in conjunction with the SEO will:**

- Provide opportunities for first aid training to be undertaken
- Monitor and respond to all matters relating to the health and safety of all persons on school...
premises.

- Ensure all new staff are made aware of First Aid procedures in school.

**The school will:**

- Make available a first aid area for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the sick bay.
- Ensure parents of students with ongoing medical conditions understand they are expected to inform the school and to keep staff updated on conditions and any treatment required during school hours. Students are expected to take increased responsibility for medical treatment. When the student cannot do this and the response requires medical intervention then the parent is responsible. A photo and information sheet of students with ongoing medical conditions will be displayed in the main staffroom and relevant offices.
- Contact parents of ill students, asking them to take students home and in doing so must sign the Leave Book located in the main office.
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider for examination.
- Provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up-to-date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

**Teachers will:**

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students under their care
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Send a student who has minor injuries to the office, if they are able to walk, where a First Aider will see them; this student should be accompanied.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

**Office staff will:**

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student. This should be done by telephone in the case of minor injuries or by an emergency message in the case of serious injuries, giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Administer prescribed medication to students as long as official paperwork is in place.
- NOT administer paracetamol or other similar medication.

**School Tour**

**Critical Appendices**

- Procedures for Anaphylaxis
- The school will follow the Department Guidelines for the care and support of students who have Anaphylaxis.
- Administration of medication
- The school will follow the Department’s guidelines for the Administration of Medication.

Review date: