

St Michael's Church School



5:10 PROCEDURES FOR FIRST AID & ACCIDENTS

First Aid:

- Minor bumps and bruises, cuts etc. should be attended to by any teacher available or by the Secretary, who is the School's First Aid Officer.
- A supply of First Aid equipment (including rubber gloves) is kept in the small cupboard in the sick bay. If supplies are short please inform the Secretary, who will replenish and reorder if necessary.
- At no time are pupils to go into the cupboards or touch any First Aid supplies.
- A First Aid Kit is kept supplied in the Office cupboard for trips away from School.
- After returning from a trip, teachers should leave the kit out in the office for the Secretary to check and replenish ready for the next trip. Staff are requested not to use this kit at other times.
- Sick children should be sent to the sick bay with the Secretary being informed prior, as she is responsible for subsequently supervising them, contacting parents if necessary and for releasing them to return to class, and informing the Principal of the situation.

Accident procedure:

- If a serious fracture is suspected, the child should not be moved without a doctor's permission.
- In more minor cases, teachers should contact the Secretary who makes the child comfortable on the sick bed. The Secretary will decide on the further action from that time on after consultation with the Principal or in the Principal's absence, the Deputy Principal.
- Staff are asked neither to make diagnoses nor to begin treatment. They should **not** discuss in front of the child what they think might be wrong.
- **All first aid, injuries, and treatment must be recorded, immediately after the event, in the Register which is kept in the office next to the sick bay.**

N.B. NO drugs, including Panadol, may be administered to any pupil unless there is specific permission given by parents, including the specified dose.

- Any medications which are to be taken at school are to be handed in to the Secretary who will administer them at the appropriate times in accordance with the written instructions from parent or doctor. This includes all inhalers.
- In the case of emergency or offsite activity, a staff member may administer an inhaler or medication.
- **All drugs administered must be recorded by name, time and dose in the drugs register kept in the office.**
- Any staff member dealing with any body fluids must wear rubber gloves and dispose of all waste matter, including the gloves, by wrapping in plastic bags and placing in the lined bin in the sick bed area.

Important note:

In particular the First Aid precautions given in the Policy on Management of Serious Illnesses are to be observed by everyone in all situations where blood is evident.

- All staff are to keep a current and recognised First Aid practising certificate.

Refer also 5:4 Health and Safety Policy and 5:13 Policy on Management of Serious Illnesses)