



# **First Aid Policy**

December 2022

First aid can save lives and prevent minor injuries from becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid.

## **1. Responsibilities in Brief**

The Superintendent is responsible for the health and safety of employees and of all those on the school premises.

The school nurse is Mrs. AiKaterini Bouthou (Katerina) and the first point of call for all First aid matters.

However, the Superintendent must arrange adequate and appropriate training and guidance for staff who Volunteer to be First Aiders.

The Superintendent should ensure the minimum provision for First Aid be organised by the School Nurse:

- A suitably stocked first-aid container;
- Information for employees on first-aid

The Superintendent is responsible for putting this policy into practice and developing detailed procedures. They should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The Superintendent, working with the school nurse and other staff, should regularly review the school's first-aid needs (at least annually), particularly after any changes. Previous incidents, logbooks and consultation with staff should inform the monitoring and review process.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

## **2. First Aiders**

In conjunction with the Management, the Superintendent will ensure that the School Nurse and other First Aider/s are available on-site at all times. All First Aiders must complete a training course approved by the Health and Safety Lead. The main duties of First Aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- Ensure that an ambulance or other professional medical help is called when necessary.

They will:

- Take charge when someone is injured or becomes ill;
- Look after the first-aid equipment, e.g. restocking the first-aid container;
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

### 3. Records

**The school nurse or First-aiders must record all first-aid incidents in the first-aid log.**

Any reportable injury, disease or dangerous occurrence must be recorded by the relevant member of staff in the incidents log, kept in the Nurse's office. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

### 4. Equipment

The nurse's office has a supply of equipment and medicines under lock and key, and each floor has equipment in the classrooms for minor cuts, medi-wipes etc.

### 5. Procedure

If administration of first-aid is required, staff/pupils should immediately contact the school nurse. The nurse/first aider will then administer first-aid if appropriate; the Nurse's Office should be used if at all possible to give some privacy. The levels of injury to be treated on-site are those the Nurse/First Aider has been trained for.

The nurse/first-aider will decide whether the emergency services are to be called, in which case the office will do so. The reporting member of staff/pupil and the nurse/first aider should record the incident in the first-aid log, and the office should inform the Superintendent of the incident and its outcome. If the incident involves a pupil, they will ensure that the parent/carer of the pupil is informed and report it to relevant bodies if necessary.

In the event of any minor injury to the head and the pupil has remained in school, the parent should be notified by the end of the school day to seek medical advice. An advice letter (kept with the First Aid Log) must be sent home with the child.

#### **Summoning assistance and communications with parents:**

Good communication ensures that accident reporting, risk identification, reduction and elimination is effective. Good communication is also essential to promoting healthy and safe working/learning environments and avoiding misunderstandings.

Minor accidents sustained during the day must be reported to the parents by the witnessing teacher via Seesaw. Major incidents, or incidents that require a visit to the nurse will be recorded and reported by the front office.

Many accidents sustained by pupils/students are minor and include bruises, scratches, sprains and bumps. In these cases, it is reasonable to instruct older children to inform their parents on arriving home. Staff should, however, pay due regard to the age, capabilities and language of pupils/students/parents when considering how to communicate accident/injury information to parents and ensure that adequate notification is made by telephone or letter as appropriate.

Serious accidents require immediate medical attention, and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief.

Parents should always be notified by telephone or in writing. If pupils sustain an injury where there is a risk of tetanus infection/blood contamination, parents should also be advised in writing so that they may seek the advice of their Doctor.

## **MAJOR INJURIES**

1. Major injuries are defined as: -

- Any fracture, other than to fingers, thumbs or toes.
- Any amputation
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- An injury resulting from an electrical shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to the hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness that has resulted from the absorption of any substance by inhalation, ingestion or through the skin.
- An acute illness that requires medical treatment where there is reason to believe
- that this resulted from exposure to a biological agent or its toxins or infected material.
- Any deep laceration/cut/wound that requires A&E attention.

## **6. School Policy on dispensing Medicine**

Pupils taking medication at school must:

- Bring a letter from a parent stating the medication has been recommended by their Doctor
- All medication must be clearly labelled with the student's name and D.O.B

The school will store all medications in a cool, dry locked place, the nurse/first aider will supervise the child to administer the medicine.

### **Information for Staff**

The nurse will administer any medications the parents have been given by the child's Doctor.

All staff are advised to be familiar with pupils and their medical needs.

### **School Trips**

Staff on trips will accompany themselves with a whole class list containing the medical needs of all the pupils. Staff will also have access to all medical emergencies and parent phone numbers. This information can be obtained from the School Office.

## **7. Personnel**

### **First Aiders:**

All Teachers and TAs are first aid trained during the new school year orientation. They will be re-trained every three years. All staff employed during the school year will be first aid trained at the beginning of the next academic year.

## **Determination of Injury:**

# **Minor**

Minor injury or illness that include bruises, scratches, bumps, stomach aches, mild headache. . In these cases, the teachers decide if they can manage the situation or must inform the First Aider and take the child to the Nurses office. It is not always necessary to notify parents depending on the nature of the injury.

# **Major**

Accidents or illness that require immediate medical attention. First Aiders must be called. Students will be escorted to Nurses Office; student must be entered in Nurses Log. Parents MUST be notified via Seesaw or in-person by the observing teacher.

# **Critical:**

Accidents or illness that requires professional medical attention and can only be provided at a medical facility or by a licensed medical doctor. Parent MUST be called and any medical attention or transportation must be approved by the parent. If the parents or guardian is unavailable the decision will be made by the School Superintendent

## **Injury Protocol:**

# **Minor**

- Teacher can use basic First Aid kit located on each floor to treat wounds, or Teacher takes student to Nurses office after contacting the First Aider.
- Incident information will be entered into Classter by School Coordinator
- Teacher Logs in Student on Nurses Log
- First Aider accesses and records the situation
- First Aider take next steps as necessary
- Student must be logged out when leaving nurses station.

# **Major**

- Teacher takes student to Nurses office after contacting the First Aider.
- Incident information will be entered into Classter by School Coordinator
- Teacher Logs in Student on Nurses Log
- First Aider accesses and records the situation
- First Aider take next steps as necessary
- Parent is called. emailed. or told directly by School Coordinator that same day. Superintendent is informed of incident
- Student must be logged out when leaving nurses station.
- Superintendent & First Aider determine follow-up coordinator

# **Critical:**

- First Aider notified immediately
- Teacher performs Emergency First Aid if certified
- First Aider assessing situation - is student to be moved to nurses office or student to remain in place?
- If remain in place, the area or classroom is cleared of students
- First Aid provides necessary medical attention
- School Coordinator contacts parent immediately. If Emergency Transportation is approved School Coordinator calls ambulance. (if life or death situation, ambulance called immediately and parents are informed)
- School coordinators calls ambulance and advises First Aider to prepare child.
- First Aider continues providing medical attention. Superintendent takes notes of incident to provide to transporting Medical team
- Superintendent follows student to hospital and remains until parents arrive
- Superintendent, First Aider, Office Coordinator file report for Classter

## 1. Verita First Aid Kit- Checklist

Item	Quantity
Sterile gauze pads 4x4	6
Sterile gauze pads 3x3	6
Gauze compressors 2x2	10
Super-absorbent pads 5x 9	2
Gauze rolls 4"	2
Gauze rolls 2"	2
Regular Band-aid	20
Large band-aids 4x3	4
Adhesive cloth tape 1"	1
Vaseline dressing 5x8 (ok to cut into smaller pieces...)	2
Sterile eye pads	2
Arm sling with safety pins	2
Stretchy gauze 7.5cmx4m	2
Ace bandage 15cmx3m	1
Thermal blanket	1
Resuscitation mask	2
Alcohol swabs	15
Tweezers	1
Scissors (small)	1
Surgical blade No:23	1
Iodine swabs	4
Sterile gloves	2
Disposable gloves	5 pairs
	6
Sanitary napkins	
Plastic bags for waste disposal	3
Face masks	2
Instant ice packs	4
Tourniquet	1
Neosporin (Antibacterial)	1 tube
Epipen	1
Fast act gel (Analgesic)	1 tube
Throat lozenges	
Calcium carbonate antacids (Tums)	10
<b>OVERNIGHT ADD-ONS - see dosing and descriptions</b>	
T. Acetaminophen(Tylenol) 500mg	1 sheet
T. Ibuprofen (Advil) 200mg	1 sheet
T. Imodium (Loperamide) 2mg	1 sheet
T. Benadryl 25mg(Syrup 12.5mg/ml)	4 tabs
T. Meclizine dihydrochloride (Postafene)25mg	6