

VISS FIRST AID POLICY

Excellence, Diversity, Learning, Integrity,
Community



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By – SLT
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VISS FIRST AID POLICY

Rationale:

All students have the right to feel safe and well, and know that they will be attended with due care when in need of first aid.

Aims:

- To administer first aid to students when in need in a competent and timely manner.
- To communicate student's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain the correct qualified staff to student ratio and timings as per Ministry of Health regulations.

Implementation:

- Ensure the correct ratio of qualified doctor and nurses to student population and hours of work as per the Ministry of Health requirements.
- A dedicated Medical Centre will be available for use from 7:45am to 4:15pm. A comprehensive supply of first aid materials and equipment will be maintained in the Medical Centre.
- First aid kits will also be available in ELC, each administration office, the PE department and all school buses. These will be checked and maintained on a regular basis by Medical Centre staff.
- Any students in the Medical Centre will be supervised by the appropriate staff at all times.
- All student injuries or illnesses that occur during class time will be directly referred to the Medical Centre by the supervising teacher. If they are in Secondary school they obtain a pass signed by a Grade Level Leader or SLT member. All student injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on duty to obtain a Medical Centre pass before proceeding to the Medical Centre in the primary school and Secondary Students obtain their pass from the Gate 6 Office. If there is a serious injury or incident, the Duty member of staff will ensure prompt attention by the Medical Staff. All ELC student injuries or illness will be accompanied to the Medical Centre by a Teacher or Teacher Assistant.
- A confidential up-to-date register will be kept of all injuries or illnesses experienced by students that require first aid.
- Minor injuries only (such as scratches) may be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor – require the Medical Centre staff to provide first aid.
- Any student with injuries involving blood or broken skin must have the wound covered at all times.
- Students with a suspected fracture are to be immobilized and Medical Centre staff called for assistance.

- No medication (including headache tablets) will be administered to students without the express permission of parents or guardians.
- Parents of students who receive basic first aid will receive notification via the class teacher through a diary entry for ELC and primary school and by the nurse in secondary school. For more serious injuries/illnesses, the parents/guardians will be contacted by the Medical Centre or Administration Staff so that professional treatment may be organised. Any injuries to a child's head must be reported to parents/guardian.
- Parents of ill students will be contacted to take the student home.
- Parents who collect a student from school for any reason (other than emergency or the end of the school day) must sign the student out of the school in the Early Leave register maintained in each administration office.
- A comprehensive first aid kit will accompany all camps, excursions and sporting events out of the school.
- All students attending camps or excursions will have provided a signed medical form providing medical details and granting teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All students attending camps or excursions who require medication will have provided a written and signed parent letter providing details of medications to be administered and granting the designated teacher permission to administer the medications.
- All students with asthma or diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypokits or epipens etc needed to implement their plan at school.
- A qualified staff member from the Medical Centre is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the Medical Centre.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated asthma, diabetes and anaphylaxis management plans, high priority medical forms and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each academic year.
- At the beginning of each academic year teaching staff, and teacher assistants where applicable, will receive information on students in their sub school who have specific health considerations and requirements.

Evaluation:

This policy is to be reviewed annually