

# POLICY: FIRST AID AND ILLNESS

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## 1 Rationale

The policy provides guidelines for the care of the children when injured or sick and recognises the level of training of the school First Aid staff.

## 2 Aim

To ensure all staff, children, parents and guardians are aware of the procedures for administering first aid and the treatment of illness.

## 3. Implementation

- 3.1 First aid is the initial administration of treatment in the case of accidents which may precede the involvement of a doctor or full medical care being obtained.
- 3.2 A number of St Michael's staff are certified in First Aid.
- 3.3 St Michael's staff are not expected to be specialists in diagnosis and cannot be held accountable if they fail to identify major emergencies and illness on the basis of minor and ordinary symptoms.
- 3.4 If, in the opinion of staff, a child is obviously sick or has not recovered from their injury, parents/guardians or the emergency contact person will be contacted to collect the injured/sick child.
- 3.5 An ambulance will be called if the injury or illness is significant.
- 3.6 Staff endeavour to inform parents/guardians of any facial or head injury even if the child recovers and stays at school.
- 3.7 In cases of minor injuries all students of an appropriate age are shown how to clean wounds, apply a bandaid and wash their hands or any part of themselves that may contain blood.
- 3.8 Children are assessed by the first aider and treated according to their injury. All wounds are cleaned and dressed. Children return to normal duty once they have been treated or within a reasonable time thereafter.
- 3.9 If a child refuses treatment, parents will be contacted.
- 3.10 All presentations for first aid are recorded in the school's first aid register in FACES by the office staff. Severe injuries are also recorded in the FACES – Injury register.
- 3.11 In cases of external bleeding, the wound will be covered with a bandaid or suitable dressing to prevent cross infection.
- 3.12 Staff should use protective gloves when dealing with any body fluid including blood. A fresh pair of gloves is to be used for each child. Gloves are disposed of in the medical waste bin.
- 3.13 All equipment used for the cleaning of wounds are disposed of in the medical waste bin.
- 3.14 If a child is allergic to any form of wound dressing, it is expected that parents/guardians would notify staff in writing.
- 3.15 If a significant amount of blood has contacted clothing, the parent/guardian will be notified and be expected to provide fresh clothing.

## 4. Evaluation

The policy will be evaluated on an annual basis.