

Si Ri Panya International School



First Aid Policy

This policy has been formulated for the protection of all members of the Si Ri Panya International School community, including students, staff, parents and visitors, for the treatment of any low level (bumps/cuts/bruises) medical issues which may occur on the school site.

Rationale

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children.

First Aiders

The Headteacher will ensure that First Aider/s are available on-site at all times. All First Aiders must have completed first aid training. They are expected to:

- Give immediate help to casualties with common injuries or illnesses
- When necessary, ensure that an ambulance or other professional medical help is called.

Practical First Aid Arrangements

Si Ri Panya International School has first aid bags placed in all classrooms across the school. In addition there are first aid bags for the teacher on playground duty as well for teachers to take off-site for any outside activities and excursions. These are kept in the First Aid room and teachers must ensure they are returned following their playground duty or excursion.

The content of each bag is designed to treat only minor medical problems i.e. minor injuries (cuts, bruises, bites). Each bag contains:

- Cotton wool, saline solution and betadine for cleaning
- Plasters for cuts and grazes
- Gloves for safe administration

Only teachers, first aiders or admin staff can administer any first aid using the contents of the bag. Staff who have used the bag and its contents must send the bag to the First Aid room to be refurbished.

The bags are transparent so items inside can be easily seen. It is important to keep the bags hanging up in the classrooms with the fire registers for convenient access and visibility.

Staff attending an accident should use the nearest first aid bag to access materials to deal with the accident, if possible. If the teacher requires assistance, they should send two students to the office to alert additional staff.

Records

Any reportable injury, disease or dangerous occurrence must be recorded by the relevant member of staff in the First Aid Log Book, kept in the First Aid room. This must include:

- The date, time and place of the event
- Personal details of those involved and a brief description of the nature of the event or illness and treatment given
- What happened to the person afterwards
- Whether parents were informed
- Name and signature of person providing treatment.

Reporting to Parents

Bumps to the head must always be reported to parents who are given the choice whether or not to collect them from school.

Students who begin to feel unwell during the school day should be sent to the First Aid room if unable to participate in class activities. A member of staff will assess the situation and decide whether or not parents need to be informed or be asked to collect them from school.

Below are examples of when parents are contacted and asked to collect their child from school:

- The child has a fever.
- The child has vomited.
- The child has a contagious illness.
- The child is taking prescribed medication and complains of feeling unwell.
- Has head lice. Please regularly check your child's hair for head lice.

The class teacher will be informed if the decision is made to send the student home.

Note: Children who have vomited or suffered diarrhea should not attend school until 48 hours with no symptoms have passed.

Procedure

It is the responsibility of every staff member who is witness to any injury or illness occurring in their presence to immediately help the patient. Low level injuries may be on the spot by a member of staff. In case the injury appears to be beyond the realm of first aid treatment the patient must be referred to the First Aid room. The procedure to take a patient to the First Aid room is:

- A member of staff will issue the unwell child with a **red** 'first aid required' card. (Located in the first aid bag).
- A teaching assistant or another pupil will escort the sick child to the First Aid room.
- The teaching assistant or pupil hands the **red** 'first aid required' card to the member of staff in attendance.
- After receiving first aid the pupil is given a **green** 'first aid received' card. Upon return to their classroom the child gives this green card to the teacher
- If the child needs to remain in the first aid room or sent home, the accompanying child or teaching assistant upon return will give the **green** 'first aid received' card to the class staff member on duty with verbal feedback or a short note.

If the incident is serious and the patient cannot be moved, emergency services can attend the scene.

If the incident involves spillage of bodily fluids, the affected area should be cordoned off at the earliest opportunity and cleaned with disinfectant.

Below is a list (not an exhaustive list) of incidents, which may require calling the emergency services:

- Serious cuts/bleeding requiring bandaging
- Burns
- Severe pain
- Unconsciousness

Medicine Policy

Children must not bring medication to school and take it without adult supervision. Office staff will look after medicines sent in with a child and will supervise the child taking the medicine.