

Procedures for First Aid Care

Staff MUST USE gloves when dealing with blood or other body fluids.

Frist Aid

Staff are encouraged to keep their knowledge of first aid procedures up to date.

When providing first aid, staff should follow the procedures for dealing with blood and other body fluids. All school staff must be familiar with the school's first aid procedure related to blood spills and bleeding students.

Treating Bleeding Students

The following steps describe how schools should treat students who are bleeding:

1. Avoid contact with the blood while comforting the student, moving them to safety if required.
2. Put on single-use gloves.
3. Flush or clean the wound using normal saline or clean water.
4. Pat dry the wound and apply an airtight and waterproof dressing, ensuring the wound is covered completely. If the bleeding continues, apply additional pressure using either a hand or firm bandage.
5. Remove any linen stained with blood or bodily fluids and substances. Place them in leak-proof plastic bags until they can be cleaned by a commercial laundry or linen cleaning service, or disposed of.
6. Remove gloves and place them in an appropriate container.
7. Wash hands with soap and water.

Note: All cuts and abrasions should be covered with an airtight and waterproof dressing at all times.

Managing Blood Spills

Blood spills should be treated as if the blood is potentially infectious.

The below steps describe how schools must manage blood spills.

1. Put on single-use gloves and avoid direct contact with blood or other body fluids.
2. Use paper towels to mop up the spill. Dispose of the paper towels in an appropriate container.
3. Wash the area with warm water and detergent, then rinse and dry the area.
Note: Take care not to splash.
4. Remove gloves and place them in an appropriate container.
5. Wash hands with soap and water.

6. If re-usable items were used such as scissors or single-use tweezers, then an assessment must take place to consider how the item was used and determine the appropriate decontamination method. For example, if re-usable items are contaminated with blood or other body substances, they should be disposed of in a sharps or container. If they are not contaminated, they should be washed and dried. Single use items should be disposed of appropriately and replaced.

Illness

1. The sick student should be sent to Sick Bay, accompanied by a another student if necessary.
2. A decision should be made to either allow the student to rest or contact the parent/caregiver and have the student collected.
3. In extreme circumstances (e.g. allergic reaction to a sting) immediate medical help should be sought.
4. Only provide paracetamol if permission is held in Hero. If not, verbal consent must be obtained from the parent.
5. Administering prescribed medication (e.g. Ritalin) is only permitted once parents have signed an "Administering Medication in School" form. All medication is retained in the Sick Bay. In exceptional circumstances the Senior Leadership Team has the discretion to override this in consultation with the Parent/Caregiver.

Injury

1. Before any treatment is given, check the student's medical notes.
2. Only provide paracetamol if permission is held in Hero. If not, verbal consent must be obtained from the parent.
3. All classrooms and duty bags contain plasters. If a student sustains a minor injury and the wound does not require cleaning, apply a plaster if required. For other injuries send or take them to the Sick Bay. After treatment the student can return to their activity. Record the injury and any treatment in Hero.
4. Any bite inflicted by a student must be washed. If the skin has been punctured contact the bitten student's parents and recommend they seek medical advice.
5. For minor cuts, scratches and grazes, duty and classroom teachers are issued with and will maintain a supply of plasters. Staff will administer plasters where simply covering a wound is sufficient treatment.
6. For more serious cuts, scratches, grazes, bumps and bruises and if the student is mobile, the student will be sent to the Sick Bay (Whare Turoro) by duty staff. If the accident occurs during class time the teacher will send the student to the Sick Bay accompanied by another student if necessary.
7. Where a student sustains a blow to the head, staff will accompany the student to the Sick Bay (Whare Turoro) or send another student to the Sick Bay for immediate assistance. Parents will be informed in all cases if a student sustains a head injury. The student will need to be monitored for delayed concussion.
8. Where a more serious injury is sustained, if the student is immobile, staff will not move the student or leave the student alone. Another student will be sent to the Sick Bay requesting immediate assistance by a staff member with first aid knowledge and

training. This person will attend the accident site and any further actions will follow their first aid training.

9. Record the injury and any treatment in the student database. Parents are notified of moderate injuries and all head injuries.
10. In the event of serious injury seek immediate medical help. Advise Senior Leadership Team immediately of decision taken. Advise the parent/caregiver as soon as possible. If the student requires attention from a doctor, or to rest for an extended period, ask the parent/caregiver to collect the student. The parent/caregiver must sign the student out at the Sick Bay. Follow-up with parent the following day as to outcome of treatment. A Health and Safety report must be completed for serious injuries needing ambulance assistance or for students attending Accident and Emergency Clinic.

The Staff Member Dealing With An Injury Or Acute Illness Should Immediately Contact The Designated First Aid Staff

1. Make a decision about the treatment necessary. If there is any query, seek immediate second opinion from another First Aid certificate holder, if available, or a member of the Senior Leadership Team.
2. Details of incidents are to be recorded in the Sick Bay register whenever a student is treated in the Sick Bay (Whare Turoro). The register will enable staff to detail the type of injury, treatment, date and time.

In Case of Illness / Accident Where Clothing/Student Is Heavily Soiled

1. If the student is ORRS funded the student's teacher aid will be responsible for the superficial clean-up of the student in the first instance, then liaising with designated first aide person who will provide clothing and contact parent/caregiver.
2. For other students the class teachers will liaise with the designated first aid person, who will be responsible for the superficial clean-up of the student in the first instance, then contact parent/caregiver.

Note: Students will not be showered at school. Contact will be made with parent/caregiver to collect student and clean-up at home before returning to school.

Organisation

1. The designated first aid Sick Bay will always be available in the Sick Bay (Whare Turoro) at intervals and lunchtimes.
2. The Sick Bay Staff will maintain the first aid supplies.
3. Ensure used gloves, paper towels, swabs and such are disposed of in the rubbish bin as provided.
4. Wipe surfaces if necessary with medi-wipes or advise caretaker should a major clean-up be required.

After Treatment

After Treatment, an injured or ill student is monitored until they are able to return to class or leave the school.

- The student may need to be collected by a parent/caregiver and signed out into their care.
- If parents/caregivers/emergency contacts cannot be contacted or cannot collect a student who requires medical care, a staff member may need to take the student to a doctor or medical centre.
- If a student is collected by ambulance, a staff member may accompany them, if the parent has not arrived.

Notifying Parents

Notifying parents in the event of an injury has two purposes:

1. It keeps parents informed.
2. It protects the school by allowing the parent to come and see for themselves how their student is and whether further action is necessary.

The school has family and emergency contact numbers available on Hero.

Injured or Ill Staff Members

An injured or ill staff member may take sick leave or return to their duties (if appropriate) after they have been treated. Visitor, volunteers and contractors are supported until they are able to either leave school site or resume their activities.

Anyone with an ongoing illness is expected to stay away from school if they may be contagious.

First Aid Supplies

First aid supplies are kept in the Sick Bay, along with a current first aid manual, a list of staff with current First Aid Certificates. Details of students who have been identified as having anaphylactic reactions in the past and students with medical conditions, will be held in Sick Bay.

Ice packs are kept in the Sick Bay. First aid supplies are regularly checked and restocked and updated as necessary.

Travelling First Aid Kits

The school maintains travelling first aid kits which must be uplifted by any teacher taking a class on a visit away from school. Any items used during an outing should be recorded and the Sick Bay staff notified on return so that they can be replaced.

Note: Sick Bay must be notified of any major incidents on return to school.

Defibrillator

A defibrillator is held in the school Sick Bay. The defibrillator should be checked by the school Sick Bay staff, six monthly, to see if the battery and/or electrode pads need replacing.

Staff Duty Bag

Staff duty bags should be restocked at the beginning of each term by the school Sick Bay staff. Medical cards with students identified as having anaphylactic reactions in the past and students with medical conditions, should be updated when required and at the beginning of each year.

High risk students should be identified to **all** staff.