



# MARIST CATHOLIC SCHOOL

## PROCEDURE: Accidents, Illness & First Aid

At Marist Catholic School we recognise and respect the sacred dignity of each person as made in the image of God. We therefore undertake to provide students, staff and visitors with a safe physical and emotional learning environment. These procedures apply to all members of the school community while they are on school grounds or in the care of school staff.

### First Aid Room Procedures

- Staff in charge of the first aid room, along with other staff members as appropriate, will hold current first aid certificates
- A list of staff members who hold a current first aid certificate will be displayed in the first aid room
- First aid is to be given by adults
- Adults are not qualified to treat but will render first aid
- Disposable gloves are available in the first aid room and are to be worn in any case involving bleeding
- Supplies are under control of the staff member in charge of first aid
- All treatments are to be recorded in the treatment book, kept in the first aid room
- If the student's condition is considered serious, parents or emergency contacts will be notified
- Any vomit must be cleaned up as soon as possible after the incident
- Parents or caregivers are to be called in if a student needs to be cleaned up and changed or their child soils him/herself

### Medication at School

- Non-prescription medications may be administered by school staff if supplied and written permission given by parent or caregiver
- The principal will nominate the staff member(s) with responsibility for administering prescription medicines
- The staff member responsible for administering medication will keep a record of medications administered, giving the student's name, the medication administered, the date, time and sign the record. The principal must authorise each 'new' addition to the record prior to the initial administration of any medication at school
- The school's "Administration of Medicines at School" form (Appendix 1) will be completed by the student's caregivers whenever medication is to be administered or there is a change in medication
- Written permission notes from parents for new prescribed period prescription medication received in place of the school's form will be accepted for the first day only
- Where a request for medication to be administered is not accompanied by the GP/Specialist's written notification/information and parents' written permission is not received, the family will be contacted and the medication not administered
- The expiry dates of all medication kept at school will be reviewed each term. Replacements will be arranged as required.

### **Preventing Injuries at School**

- Prevention of injury programmes will be incorporated into the health learning area and topics will be taken each year
- Parents and caregivers will be requested to fill in a student update form at the beginning of each year so the school can easily identify children with health alerts
- Information will be stored on the office computer and a printout and accessible to all staff
- Any injury or illness that requires contacting parents or caregivers or emergency treatment must be reported to the principal or deputy principal
- The board will monitor hazards using a register

### **In Case of Injury/Incident** (see Appendix 2 for Injury/Incident Flow Chart)

- Assess the seriousness of the injury/incident
- Render first aid
- Back injuries. If in doubt DON'T MOVE (unless safety of the injured is involved)
- Minor injuries treated by person in charge or injured person themselves or another person
- If necessary, place the student under observation and advise the principal who will then decide whether or not to carry out the following actions:
  - Advise parents or emergency contact.
  - Failing this –
  - take whatever action is appropriate or practical
  - If serious and a parent is not available, ring for an ambulance
  - Persist with attempt to contact parents. They must be notified of action taken
  - Fill out the required report including as appropriate nature of the accident, names, witnesses, time and place
  - Parents/caregivers will pick child up from school

### **INJURY/INCIDENT REPORTING PROCEDURE** (see Appendix 3 for Injury/Incident Investigation Form and Appendix 4 for Definition of Serious Harm)

- Injury/incident assessed by the person in charge
- All injuries requiring medical assistance to be recorded in accident log
- Major medical assistance needed:
- If injured person able to move then:
- an adult and injured person sent for medical treatment
  - if appropriate, medical form to accompany injured (with adult)
  - first available opportunity principal and parents notified
  - If injured person unable to be moved then:
  - adult placed in charge of injured
  - another person (most suitable) sent to call the ambulance
  - medical forms to be sent with injured plus an adult
  - Principal and parents notified first available opportunity once it is known where the injured will be sent
  - advise Worksafe NZ.

**Major incident resulting in death:**

- Police and principal notified
- Chairperson of board of trustees notified
- Ministry of Education notified
- Catholic Schools Office notified
- Advise Worksafe NZ
- Media statements only to be made by BOT Chairperson or nominated person
- Parents and others to be notified of media restrictions

**IN CASE OF MEDICAL EMERGENCIES*****For any life threatening situations:*****Step 1**

- Call for help - get first aid person
- Someone to dial 111
- Commence resuscitation
- Notify principal

**Step 2**

- Contact parents

***In other cases of emergency:***

- Call first aid person
- Notify principal
- Check student's records for any documented or known medical conditions
- Contact parents
- If parents not able to be contacted - try alternative emergency telephone number listed on child's records
- If no reply from either of these numbers, telephone listed G.P.
- If G.P. not available - telephone ambulance, at the discretion of the first aid person

**Infectious Diseases**

- Incidences of infectious diseases will be notified to the Public Health Nurse
- In the case of infectious diseases, school staff will be guided by the advice of the Public Health Nurse
- Parents and caregivers will be notified if school staff detects signs of infectious diseases and advised to take appropriate action
- Infectious diseases include, but are not limited to, head lice, scabies, impetigo, chicken pox and measles
- School will implement its Pandemic Plan if necessary

**Appendices for MCSHB Procedure: Accidents, Illness and First Aid**

1. [Administration of Medicines at School](#)
2. [Injury/Incident Flow Chart](#)
3. [Injury/Incident Investigation Form](#)
4. [Definition of Serious Harm](#)