



First Aid Policy

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GUIDELINES SCHOOL FIRST AID PROCEDURES

EMERGENCY TELEPHONE NUMBERS

Ambulance	112
Fire Rescue	112
Police	112
School Nurse	25757022 ext 125
Primary	25757022 ext 100
Secondary	25757022 ext 103

ABOUT THE FLIPCHART

The first aid flipchart is meant to serve as basic “what to do in an emergency” information for school staff without medical/nursing training. It is recommended that staff in positions to provide first aid to students complete an approved first aid and CPR course. In order to perform CPR safely and effectively, skills should be practised in the presence of a trained instructor. This flipchart has been created as a recommended procedure. It is not the intent for these guidelines to supersede or make invalid any local laws or rules.

Protocol for Minor Injuries/Health Concerns

1. Any student feeling generally unwell or has a slight fever, sore tummy, headache, accident in the playground etc. must be sent to the school nurse.
2. The school nurse must follow the proper protocol of first aid to ensure that the child's needs are met.
3. In the event that the student is deemed fit to return to the class then the school nurse must provide the students with a sick note that will clearly state what action was taken.
4. If medication is received the school nurse must make this clear on the sick note.
5. The teacher must inform the parent at the end of the day that their child had to visit the nurse and a sick note is in their school bag.
6. Upon returning to the class the teacher must check that a note has been received by the school nurse.
7. In the event of a playtime or a specialist lesson the teacher on duty or specialist lesson must inform the class teacher that the student had to visit the school nurse.
8. If a student in your classroom during a playtime has not returned to the class after seeking medical attention the classroom teacher must alert their deputy.
9. All medicine cupboards in the clinic must be locked at all times.
10. Nurses must attend all sports days.
11. All teachers must be aware of any student in their class with a medical condition.
12. No student is allowed to go to the school nurse without another student. This is if the child is generally feeling unwell.
13. If the student has hit his head they must be accompanied by an adult.

HOW TO USE THE FLIPCHART

- It is important to identify key emergency numbers in your local area as you will need to have this information ready in an emergency situation.
- The guidelines are arranged in alphabetical order for quick access.
- Take some time to familiarise yourself with the "*Emergency Procedures for Injury or Illness*" section. These procedures give a general overview of the recommended steps in an emergency situation and the safeguards that should be taken.

Assess the situation. Be sure the situation is safe for you to approach. The following dangers will require caution: live electrical wires, gas leaks, building damage, fire or smoke, traffic, and/or violence.

- A responsible adult should stay at the scene and give help until the person designated to handle emergencies arrives. **(School Nurse)**
- Send word to the person designated to handle emergencies. This person will take charge of the emergency, render any further first aid needed and call for additional resources as required.
- DO NOT give medications unless there has been prior approval by the parent or guardian. • DO NOT move a severely injured or ill student or staff unless absolutely necessary for immediate safety. If moving is necessary, follow guidelines for "NECK AND BACK INJURIES."
- **Under no circumstances should a sick or injured student be sent home without the knowledge and permission of the parent or legal guardian.**
- In the presence of a life threatening emergency, call **112** . The responsible school authority or a designated employee should then notify the parent or legal guardian of the emergency as soon as possible to determine the appropriate course of action.
- If the parent or legal guardian cannot be reached, notify the emergency contact person on the school data form. If necessary, arrange for transportation of the injured student by Emergency Medical Services (EMS).
- A responsible individual should stay with the injured student. **(School Nurse}**
- Fill out a report for all incidents requiring above procedures as required by school policy.

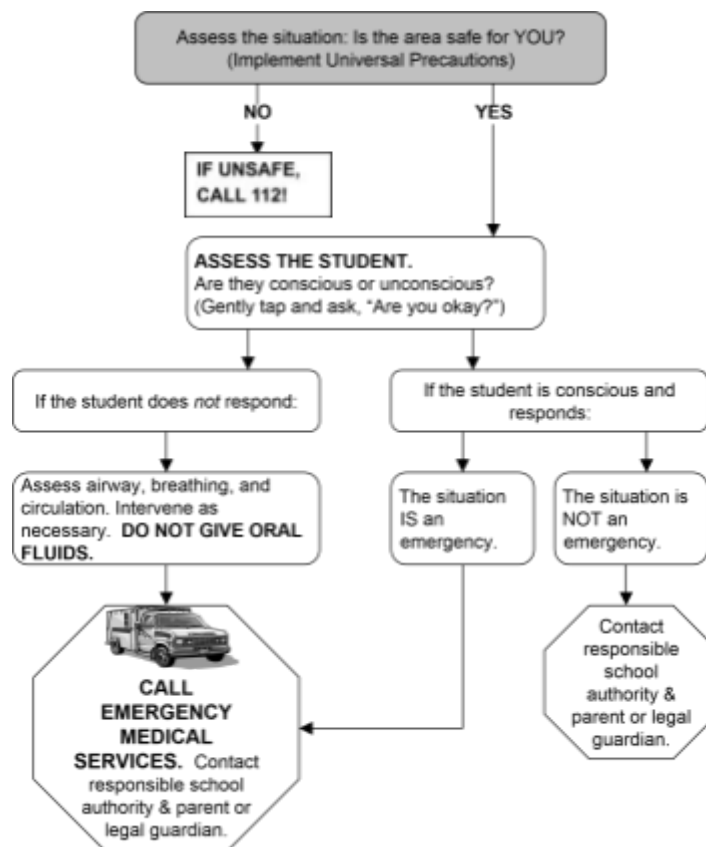
PREVENTING DISEASE TRANSMISSION

By following some basic guidelines, you can help to reduce disease transmission when providing first aid:

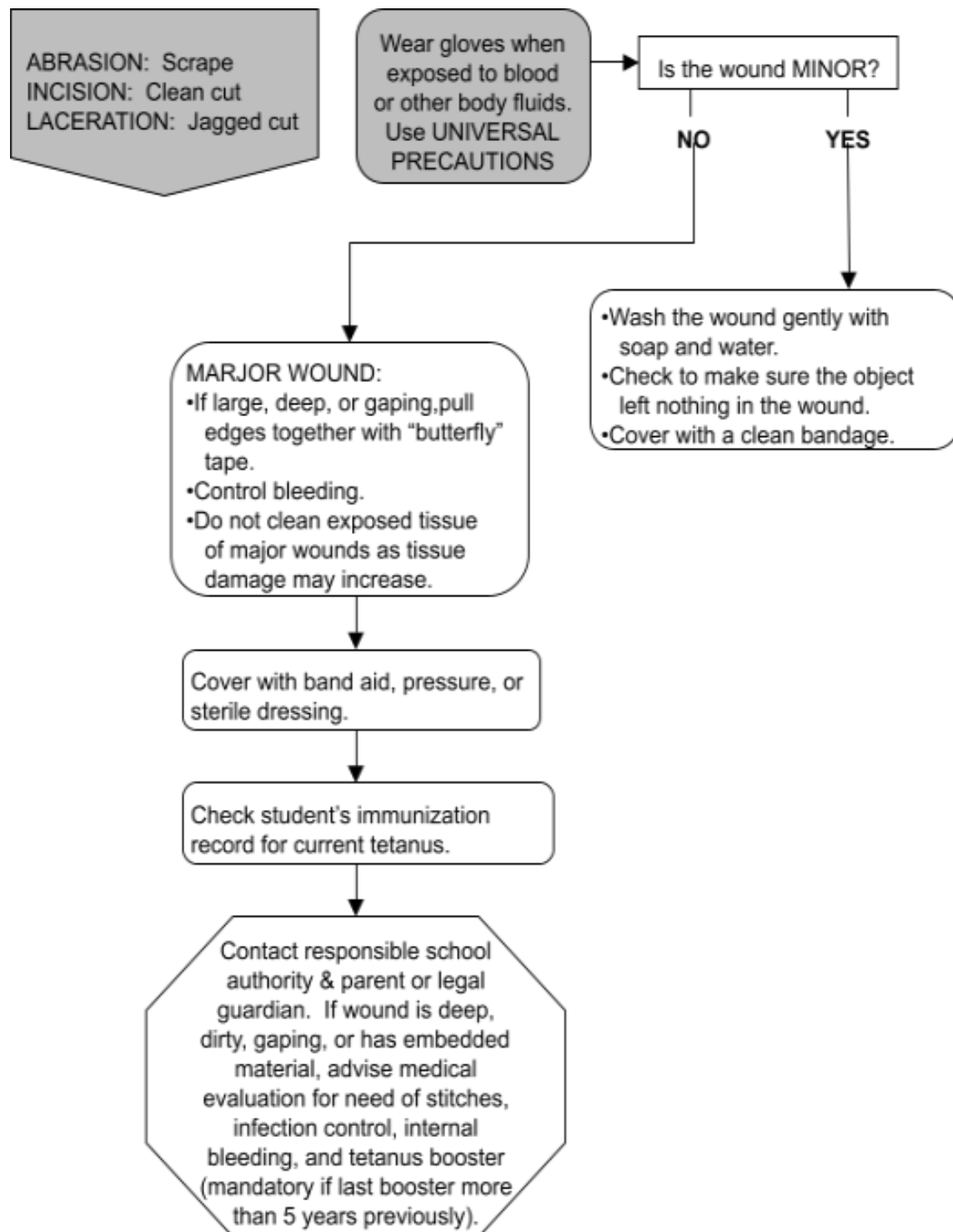
- Avoid contact with body fluids, such as blood, when possible
- Place barriers, such as disposable gloves or a clean dry cloth, between the victim's body fluids and yourself
- Cover any cuts, scrapes, and openings in your skin by wearing protective clothing, such as disposable gloves
- Use breathing barriers, if available, when breathing for a person
- Wash your hands with soap and water immediately before and after giving care, even if you wear gloves
- Do not eat, drink, or touch your mouth, nose, or eyes when giving first aid
- Do not touch objects that may be soiled with blood, mucus, or other body substances

Following these guidelines decreases your risk of getting or transmitting diseases. Remember always to give first aid in ways that protect you and the victim from disease transmission. The American Red Cross recommends the use of a breathing barrier when performing CPR or rescue breaths if you have concerns about making direct contact with a victim.

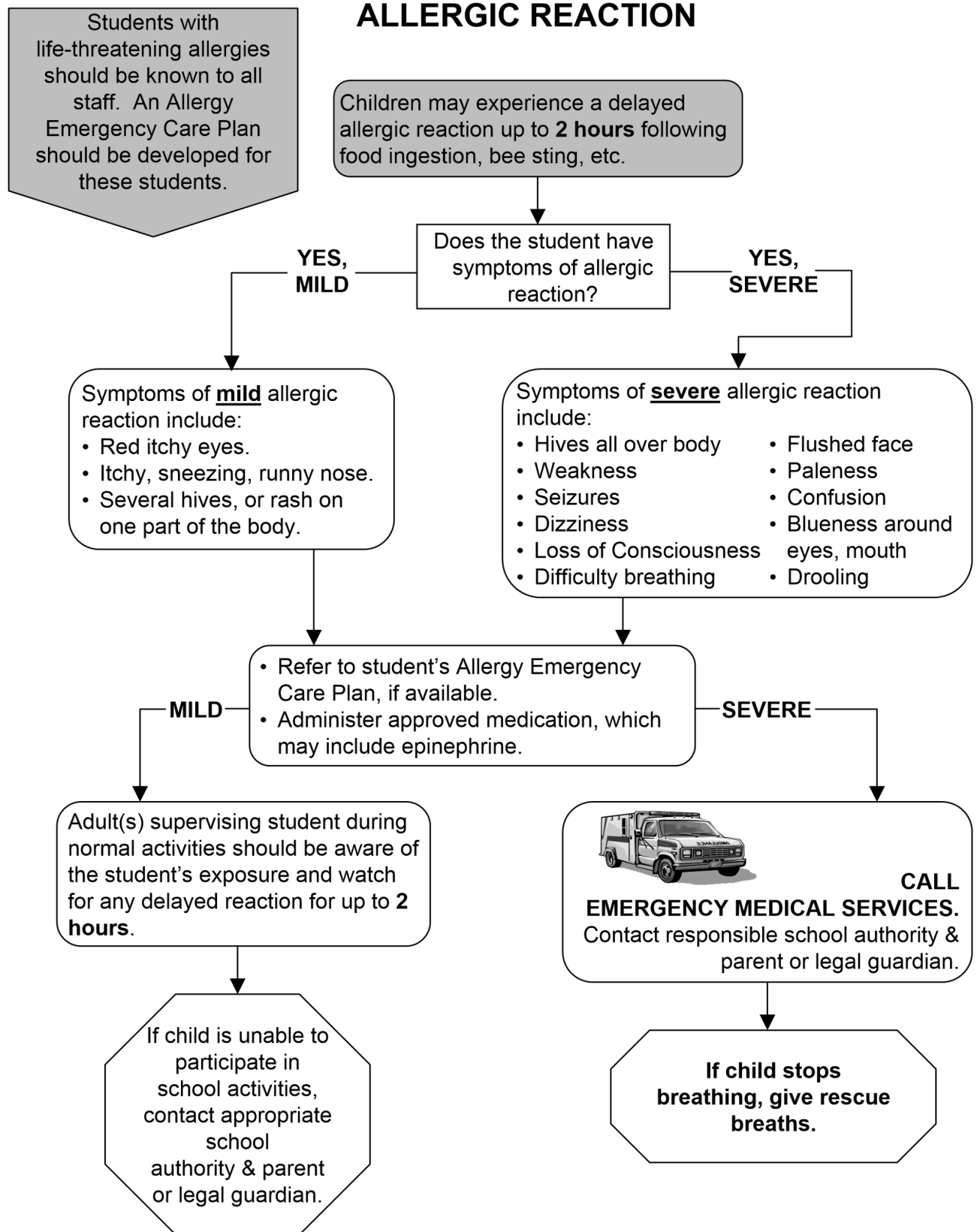
EMERGENCY GUIDE TO PROVIDING EMERGENCY CARE



ABRASION/INCISION/LACERATION



ALLERGIC REACTION



ASTHMA/WHEEZING OR DIFFICULTY BREATHING

Students with a history of breathing difficulties, including asthma/ wheezing should be known to all school staff. An Asthma Emergency Care Plan should be developed.

Asthma is a disease that occurs when small air passages constrict making breathing difficult. Some triggers for asthma include viral infections, tobacco smoke, exercise, perfumes, strong odors, dust, mold, aerosol sprays, cold air, and allergies.

A student with a asthma/wheezing may have breathing difficulties which include:

- Rapid breathing
- Tightness in chest
- Excessive coughing
- Having to take a breathe between words when speaking
- Wheezing -high-pitched sound during breathing out
- Increased use of stomach and chest muscles during breathing
- Flaring (widening) of nostrils
- Blueness of lips, tongue or nail beds

If available, refer to student's Asthma Emergency Care Plan. (Remember: **Peak Flow Meter**, if available)

Does student have approved medication?

YES

Administer medication as directed. (Medication may take 10-20 minutes to take effect.)

NO

Encourage the student to sit quietly, breathe slowly and deeply through the nose and out through the mouth.

NO

- Are the lips, tongue or nail beds turning blue?
- Are the symptoms not improving or getting worse?
- Did breathing difficulty develop rapidly?

YES

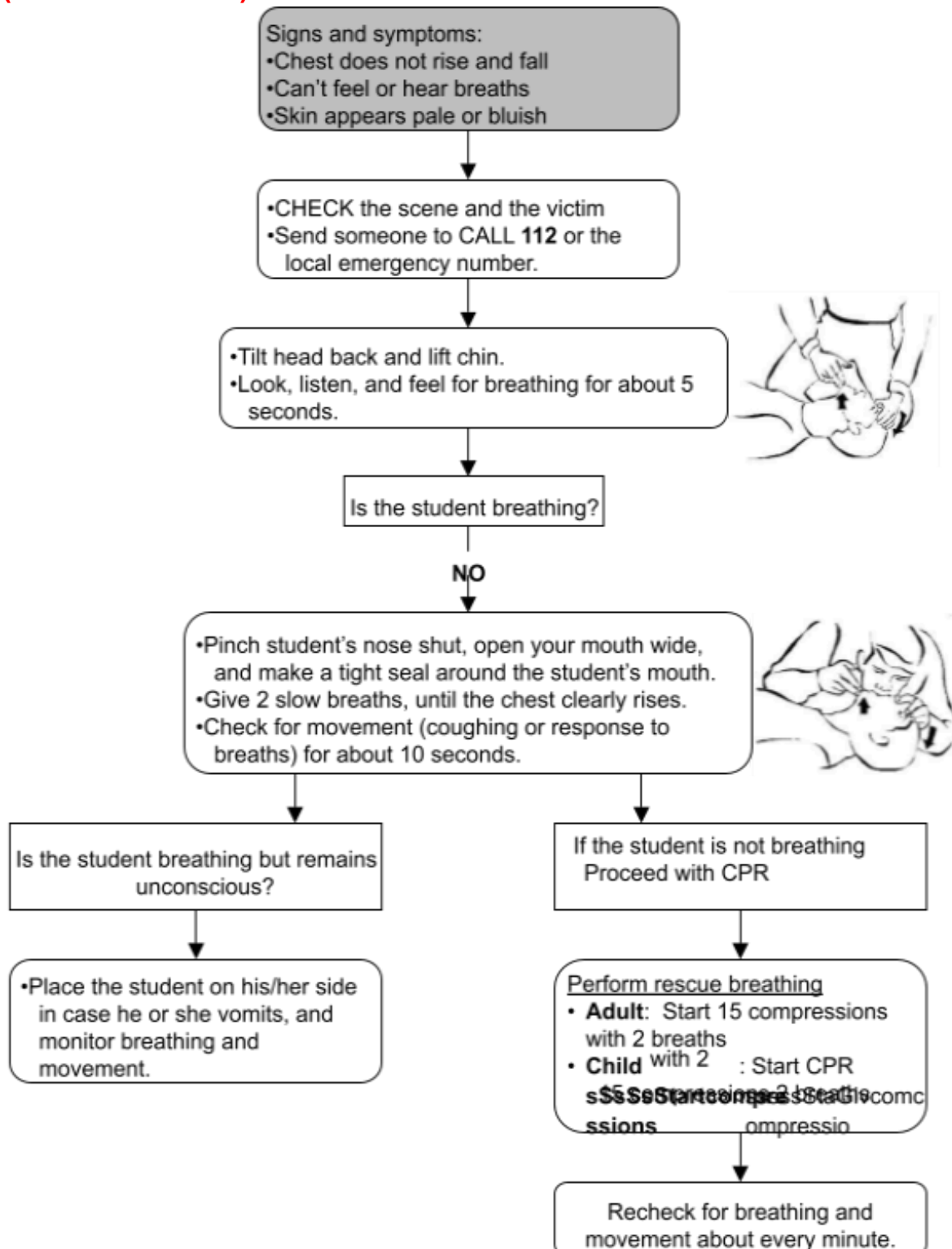


CALL EMERGENCY MEDICAL SERVICES.

YES

Contact responsible school authority & parent or legal guardian.

BREATHING EMERGENCIES--NOT BREATHING (UNCONSCIOUS)



BURNS

BURNS

PARTIAL THICKNESS: This burn involves the outermost layer and lower layers of skin. The symptoms include redness, mild swelling, pain, mottling, and blisters. They are frequently caused by sunburn, brief contact with hot objects, steam, chemicals, or hot liquids. It may be wet and oozing. This is often the most painful burn due to intact nerve endings.

FULL THICKNESS: Most serious. This burn extends through all skin layers, possibly into underlying muscles and bones. It may look white or charred. The nerve endings may be destroyed; therefore, little pain may occur.

Always make sure that the situation is safe for you before helping the student.

ELECTRICAL

What type of burn is it?

CHEMICAL

HEAT

All electrical burns need medical attention. See *"Electric Shock"*.

Flush burn with large amounts of cool running water or cover it with a clean, wet cloth. **DO NOT USE ICE.**

Wear gloves and if possible, goggles. Remove student's clothing & jewelry if exposed to chemical. Rinse chemicals off skin, eyes **IMMEDIATELY** with large amounts of water.

YES

- Is burn large or deep?
- Is burn on face, eye or genitalia?
- Is student having difficulty breathing?
- Is student unconscious?

CALL POISON CONTROL CENTER & ask for instructions.
Phone # 1-800- 222-1222

NO

Bandage loosely.

Check student's immunization record.



**CALL
EMERGENCY MEDICAL
SERVICES.**

Contact responsible school authority and parent or legal guardian.