

## INTRODUCTION

The **purpose** of this accident and first aid policy is to provide clear guidelines for situations relating to medical health and safety of our students whilst at school.

Our **aim** of this policy is that the medical needs of students will be met in a timely manner.

This accident and first aid policy should be read in conjunction with our **Medicine in School Policy**.

## SCOPE OF THE POLICY

This policy applies to all children in attendance at school, whether on or off the school premises.

## GUIDING PRINCIPALS

This policy is in addition to the school's other policies including APS Medicine in School Policy.

## POLICY

### Appointed Persons

There is an appointed First Aider for the primary school department and an appointed First Aider for the secondary school department. Other members of staff within the school are also trained in first aid. Staff members working closely with a child with a diagnosed health issue will be provided additional training *as and when necessary*, dependent on whether that health issue has been made known to the school.

## PROCEDURES

This policy includes the following information:

- (A) The procedure to follow when a child in the care of Team Alexanders feels unwell
- (B) Minor incident or accident first aid procedure
- (C) Major incident or accident first aid procedure
- (D) Confirmed contagious disease procedure
- (E) Location of First Aid kits
- (F) Standard Accident & Injury Form
- (G) Temperature Monitoring Procedure

### Procedure (A): A child feels unwell

A child who feels unwell - or whose temperature when recorded on the thermal scanner indicates a raised temperature or fever - should be sent to the primary school office if at primary school or the secondary school office if at secondary school. Primary school students should be escorted. Secondary school students can go alone with permission from the current teacher but may be escorted if required.

If the student is too unwell to stay at school until the end of the school day, then a parent or guardian is to be contacted and requested to collect their child from the school.

Primary school children whose parent or guardian is unable to collect them immediately, must wait in the office or in the sick-bay. Secondary school children who feel well enough to walk home may walk home **with the parent or guardian's express permission to do so**.

### Procedure (B): Minor incident or accident

**When available, designated first aiders should be sought to deal with minor incidents and accidents. However, all members of staff are able to tend to minor injuries.**

All minor bruises and bumps should be cleaned with a clean cloth or wipe and water.

All minor twists and sprains can be dealt with using the RICE procedure: Rest, Ice, Compression and Elevation. This can be begun in the school office and continue in class.

All minor cuts and grazes should be wiped with a sterile disinfectant wipe.

No creams or ointments are to be applied **unless** permission has been sought from the parent or guardian.

After a clean cloth or sterile wipe has been used to remove all traces of visible dirt from the wound, individually wrapped and sterile plasters are to be used in the case of cuts and grazes.

The member of staff tending to the minor injury will complete an Accident & Injury Report Form which will be sent home with the child to inform the parents of the incident. A copy of the Incident & Accident Report Form should be made and kept in the Incident & Accidents file in the office.

Procedure (B): Major incident or accident

**Designated first aiders should be sought immediately to deal with major incidents and accidents.**

In case of a major incident or accident, a designated first aider should be contacted immediately to attend the place of the accident and offer first aid.

The school office will be informed immediately.

The school office will immediately call an ambulance or duty doctor as advised by the first aider.

The school office will contact the class teacher and HoKS to inform them of the incident.

The school office will contact a parent or guardian to inform them of the incident.

If transported to hospital either by car or in an ambulance, a member of staff - preferably a first aider - will remain with the child until a parent or guardian arrives.

The first aider who attended to the major injury will complete an Accident & Injury Report Form as soon as possible. A copy of the Accident & Injury Report Form should be given to the parent or guardian and a copy kept in the Incident, Accident & Injury file.

All members of staff involved in or witness to the major incident or accident are to complete an Incident Report as soon as possible, and no longer than five working days after the incident or accident.

The deadline date will be determined by the HoKS.

**Advice for Serious Injury**

Knowing what to do in an emergency is vitally important.

If someone is seriously injured, the following steps will go some way to keeping them as safe as possible until a designated first aider and/or doctor or paramedic arrives:

- \* Keep calm and remain level-headed;
- \* Call for a designated first aider - send a child to the office, call the office or yell for help if necessary;
- \* Ensure that you, any other children in your care and the injured person are not in any further danger;
- \* Assess the injured person carefully and act on your findings using the based first aid steps below;
- \* Keep an eye on the injured person's condition until the first aider and/or doctor or paramedic arrive; and

UNCONCIOUSNESS	BLEEDING
<p>If the injured person is unconscious with no obvious signs of life, then call an ambulance <b>first</b>. Ask a bystander to assist if necessary. Thereafter contact the school office for assistance.</p> <p>If you or a bystander have the necessary skills, proceed with CPR with you wait for the first aider and/or doctor or paramedic to arrive.</p>	<p>Control severe bleeding by applying firm pressure to the wound using a clean, dry dressing, cloth or article of clothing and raise the area that is bleeding above the level of the heart if possible.</p> <p>Lay the person down, keep them warm and loosen any tight clothing.</p>
BURNS	BROKEN BONES
<p>For all burns, cool with water for at least 10 minutes. <b>Do not apply</b> any creams, ointments or dressings. Keep the patient warm.</p>	<p>Try to avoid as much movement as possible.</p>

Procedure (D): Confirmed contagious disease procedure

The parents or guardians of a child who has a confirmed case of contagious disease have a duty to inform the school office. In the case of confirmed contagious disease, the school office will inform the class teacher and HoKS. A message will be prepared and broadcast on that child’s class group as well as the class groups of any siblings of the child. This message will provide information on the disease including symptoms. The parents of the child with the confirmed case of contagious disease will be asked to keep their children - the child plus any siblings - at home for a specified period of time.

Procedure (E): Location of First Aid kits

First Aid Kits are kept in the primary school office and secondary school office as well as in the kitchen areas. All first aid kits are clearly signposted.

Procedure (F): Standard Accident & Injury Form



**CHILD ACCIDENT OR INJURY IN SCHOOL - REPORT TO PARENTS**

Child's name:		Class:	
Date:		Time:	
<b>Type of Injury:</b>			
Bite / Sting <input type="checkbox"/>	Damage to teeth / mouth <input type="checkbox"/>	Headache <input type="checkbox"/>	
Body Bump/Bruise <input type="checkbox"/>	Irritation to eye <input type="checkbox"/>	Vomited Nauseous <input type="checkbox"/>	
Bump / Bruise to the head <input type="checkbox"/>	Nosebleed <input type="checkbox"/>	Runny Tummy <input type="checkbox"/>	
Burn / Scald <input type="checkbox"/>	Sprain / Strain <input type="checkbox"/>	Fever <input type="checkbox"/>	
Cut / Graze <input type="checkbox"/>	Other <input type="checkbox"/>	Earache <input type="checkbox"/>	
<b>Where Accident / Injury Occurred:</b>			
..... Classroom <input type="checkbox"/>	Sports Field <input type="checkbox"/>		
Playground <input type="checkbox"/>	Swimming Pool <input type="checkbox"/>		
Other <input type="checkbox"/>	Specify: _____		
<b>Details of Accident or Injur</b>			
<b>Treatment given:</b>			
Cleansing Wipe <input type="checkbox"/>	Dressing Applied <input type="checkbox"/>	Anti-pyrectic Syrup <input type="checkbox"/>	
Antibacterial Cream <input type="checkbox"/>	Ice Pack Applied <input type="checkbox"/>	Paracetamol <input type="checkbox"/>	
Plaster Applied <input type="checkbox"/>	Other <input type="checkbox"/>	Ibuprofen <input type="checkbox"/>	
<b>Details of Treatment Given:</b>			
<b>Post Treatment / Follow-up Procedure:</b>			
Returned to classroom <input type="checkbox"/>	Parent telephoned <input type="checkbox"/>	Time of call: _____	
Returned to playground <input type="checkbox"/>	Collected and taken home <input type="checkbox"/>	Time collected / taken home _____	
Sent to sit down in office <input type="checkbox"/>	Other <input type="checkbox"/>		
Adult incident reported to: _____			
First Aider applying treatment _____			
Signature: _____			

Please check your child's injury at home and seek medical advice if you are at all concerned.

A photocopy of this report has been retained at school.

### Procedure (G): Temperature Monitoring Procedure

The temperature of all children arriving at school is taken on a daily basis using a thermal scanner. Children reporting to the office as unwell are also monitored.

Children with a temperature of greater than 37.5°C will be considered feverish and Procedure (A) as described above will be followed.

## **MEDICATION**

### Overview

All medication is to kept in either the primary school office or secondary school office in a designated area inaccessible to children.

The designated Lead First Aider is responsible for checking the first aid kits and replenishing the kits on a half-termly basis (every 6 to 8 weeks).

First aid kits are accessible to all members of staff to tend to minor incidents and accidents.

The designated Lead First Aider has the responsibility of ensuring that first aid kits are taken on all outings and trips that take place off site.

### Administration

Non-prescribed medication - including creams and lotions - **cannot** be administered to children by any member of staff with the parents' consent. Consent can be verbal - during a phone call for example - but is preferably in writing and for which a WhatsApp or SMS message will suffice.

Prescribed medication can only be administered at school with express written permission of a parent or guardian and preferably on the **APS Agreement for the Administration of Medication Form**.

**Please refer to the APS Medication in School Policy for more information on the storage and administration of medication.**

### RELEVANT CONTACT DETAILS

School Office	+264 816352707
Alexanders Private School	<a href="mailto:admin@alexanders-school.com">admin@alexanders-school.com</a>
21 Peter Dixon Street	<a href="mailto:info@alexanders-school.com">info@alexanders-school.com</a>
Lagoon Walvis Bay	<a href="http://www.alexanders-school.com">www.alexanders-school.com</a>
Principal's Office	PO Box 4462 Walvis Bay
Alexanders Private School	<a href="mailto:principal@alexanders-school.com">principal@alexanders-school.com</a>
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Meersig Walvis Bay	

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