

First Aid Policy

FIRST AID POLICY

LEVEL 1 INJURIES	LEVEL 2 INJURIES	LEVEL 3 INJURIES
<ul style="list-style-type: none"> • Minor injuries • Injuries not requiring medical treatment. 	<ul style="list-style-type: none"> • Cuts requiring stitches, eye injuries, teeth. • Injuries, suspected fractures, dislocations, head injuries. • Medical treatment advised. 	<ul style="list-style-type: none"> • Suspected spinal injuries, severe fractures. • Loss of consciousness • Ambulance required.
PROCEDURE TO BE FOLLOWED	PROCEDURE TO BE FOLLOWED	PROCEDURE TO BE FOLLOWED
<ul style="list-style-type: none"> • Assess student injury. • Send student to clinic. • Sick Bay Data base to be updated, if required. 	<ul style="list-style-type: none"> • Assess student injury. • Send for qualified person to assess student (if available) • Office staff to inform parents of accident. • Parents to pick up student if at all possible. • If parents can't attend their instructions are to be followed. • Supervising teacher to make follow-up phone call to family that night. • Report to be filled in and a copy given to the AP. Sick Bay Data base to be updated. • Level 2 injuries are to be reported to the Principal as soon as she is available 	<ul style="list-style-type: none"> • Assess student injury. • NEVER move the student. • Call off the activity. • Send for a qualified person to assess the student. (if available). • Phone for a ambulance. • Supervising Office Staff to contact the student's parents. • Supervising teacher or designated staff member to travel to hospital either in ambulance or in own transport. • Supervising teacher to remain at hospital with student until the parents arrive. • Supervising teacher to make follow-up phone call to family that night. • Accident report to be filled in and forwarded to CEO, and a copy to AP. • Immediate report to the Principal

[Medication Administration Guidelines.pdf](#)