

FIRST AID POLICY

Introduced	March 2024
Next Review	March 2026

Introduction:

This policy aims to protect all members of the Dunes International School community by providing guidelines for handling low-level medical issues in school premises.

Policy Statement:

- The school clinic is equipped with qualified medical personnel, equipment, supplies, and medications necessary for providing adequate first aid.
- All clinic staff are trained in Basic Life Support (BLS), Basic First Aid, and Infection Control.

Purpose:

- To establish provisions and standards for administering first aid.
- Adherence to First Aid care guidelines provided by the DOH.
- Ensure availability of first aid for pupils, staff, and visitors in school premises.

Goals:

- Ensure safety of rescuer and patient.
- Identify cause of injury.
- Stabilize patient and address life-threatening injuries.

Practical First Aid Arrangements:

- 20 first aid box are strategically located across the school.
- Each box contains supplies for treating minor injuries.
- Only authorized personnel may administer first aid, and used bags must be replenished promptly.

Procedures:

Minor Injuries:

If a student arrives at the school clinic, the following steps should be taken in accordance with the school's policies and procedures

Assessment

The school nurse should assess the student's condition promptly to determine the nature and severity of the issue.

Documentation

Record the time and date of the student's arrival at the clinic. Document any symptoms, complaints, or visible injuries.

First Aid

Provide appropriate first aid treatment based on the student's needs. This may include administering basic medical care such as cleaning wounds, applying bandages, or providing ice packs for swelling.

Major Injuries:

Immediate Notification to the School Clinic:

Once a major injury is identified, the school clinic should be notified immediately. This can be done by anyone who witnesses the injury or by the class teacher.

Dispatch of Wheelchair/Stretcher, Nurse, and First Aid Kit:

The clinic should promptly dispatch necessary resources, including a wheelchair or stretcher, a school nurse and a fully stocked first aid kit, to the location of the injury.

Patient Not Left Unattended:

It is crucial that the injured individual is not left unattended while waiting for medical assistance. Someone should stay with them to provide reassurance and monitor their condition until help arrives.

Assessment of Injury/Illness and Appropriate Action Taken:

Upon arrival at the scene, the nurse should assess the extent of the injury or illness. Based on their evaluation, appropriate actions should be taken to stabilize the patient and address any immediate medical needs.

Ambulance called if necessary:

If the injury is severe or requires specialized medical attention beyond the capabilities of the school clinic, an ambulance should be called immediately. The nurse should assess the need for ambulance transport based on the severity of the situation.

Parents Informed and Details Explained:

Once the immediate needs of the injured individual have been addressed, the parents or guardians should be notified as soon as possible. They should be informed of the incident, the nature of the injury, the actions taken by the school, and any further steps that need to be taken.



Incident and Referral Report Documented:

A detailed incident report should be documented, outlining the circumstances surrounding the injury, the actions taken by school staff, and any follow-up recommendations.

Follow-Up Conducted and Documented:

After the initial response to the injury, follow-up procedures should be conducted to monitor the progress of the injured individual. This may include additional medical assessments, check-ins with parents, and any necessary adjustments to the student's academic or extracurricular activities. All follow-up actions should be documented for future reference.

Patient Assessment:

ABCDE approach:

1. Airway
2. Breathing
3. Circulation
4. Disability
5. Exposure

Principal Mr. Paramjit Ahluwalia	
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