



ST STITHIANS COLLEGE POLICY: FIRST AID

Introduction

1. This policy applies to all St Stithians College employees in all circumstances in which they are acting in their capacity as an employee, whether on site or anywhere else, eg. on a tour.
2. St Stithians First Aid Policy is derived from the Occupational Health and Safety Act, 85 of 1993. This is an Industrial Act, as a Schools Act does not exist, this act has been adapted, in places, to fit in with the schools needs.
3. It is required of the School to ensure that First Aid Officials are appointed and trained in accordance with the requirements in the General Safety Regulations under the Occupational Health and Safety Act, 85 of 1993.

Criteria for selecting officials

4. First Aid Officials are chosen on a voluntary basis. First Aid training provides a life skill to a person.
5. The person should be able to act in a calm controlled manner in an emergency situation.
6. The person should be one who does not become queasy at the sight of blood.
7. The person should be of average build, height and strength in order to be able to lift or roll a patient when administering medical care.
8. First Aid Officials will be appointed in writing by the head of each school, (on the prescribed form).
9. In the event of any injury, any duly appointed First Aid Official will have authority concerning the recommended treatment of any injured person, over any other employee of the College.

Training of First Aid officials

10. A Level 1 First Aid qualification is required for all First Aid Officials. First Aid certificates must be kept in the Safety file.
11. Only approved Service providers will be used for the First Aid Training. The company has to be registered with the Health and Welfare SETA. The Level 1 training course is a 16 hour course and it includes an evaluation and assessment by the Course Facilitator to assess competence before the certificate is issued.
12. At least one person should possess a valid first aid certificate in respect of every 50 employees at the College. Where possible, it would be ideal if each grade had a qualified First Aider.
13. It is recommended that a First Aid Official, who has already obtained First Aid Level 1 and intends to remain the designated First Aid Official for the school, should be sent for the Level 2 training course before the first certificate expires so that he/she does not have to redo the Level 1 training course.
14. Certificates for successful candidates are issued for a period of three years. Consideration should be given to the arrangement of refresher training courses, as the three year period is a long time to remember all the basic details and application principles of First Aid.
15. First Aid Officials are trained and qualified to assist with emergency care until such time as professional medical care arrives at the scene.

16. First Aid Officials should also play an important role during emergency evacuations and fire drills.

First Aid Equipment

17. First Aid equipment will be kept in metal boxes fixed to the wall in the sick room. First Aid Officials will ensure that the kits contain at least the minimum contents as contained in schedule 3 of the General Safety Regulations and those items are replaced as they are used (on the prescribed form). First Aid Officials have to ensure that no medication is kept in a first aid kit.
18. In terms of the National Drug Policy of 1996, no First Aid Official, or staff member, may issue any form of medication.
19. The position of the first aid kit should be clearly identified by means of an approved notice.
20. The names of First Aid Officials have to be displayed on the first aid kit with contact details.
21. A register will be kept in the first aid kit for the recording of all injuries that require first aid care (on the prescribed form).
22. First Aid boxes will be checked monthly.
23. First Aid boxes will be secured by means of a lock or cable tie.
24. Portable First Aid kits are available for use in the classroom, for break duty, for off campus trips and on the sports fields. The First Aid Official in charge of equipment is responsible for the checking of these kits.
25. Medication may only be dispensed with permission from a child's parent or legal guardian. The College will only dispense such medication if the parent has filled in a Special Medicine Requirements Form (prescribed form attached). Medicines will be securely locked away.
26. Sharps are only to be used in an emergency situation. The disposal thereof must be in accordance with legislation.

Precautionary measures

27. It is important that the school considers the promotion of precautionary measures to prevent transmission of:
 - 27.1. HIV
 - 27.2. Hepatitis B
 - 27.3. Blood-borne pathogens
28. Rules for First Aid Officials:
 - 28.1. The First Aid Official will assume that any emergency situation involving exposure to certain body fluids has the potential for disease transmission for both the rescuer and the patient. All blood and other body fluids will be treated as potentially infectious.
 - 28.2. The simple practice of infection control during performance of CPR will help prevent the transmission of disease and facilitate the well being of both victims and rescuers. Practice will include:
 - 28.3. An emergency response will not be attempted without protecting oneself.
 - 28.4. Protective clothing includes latex gloves and the use of a mouthpiece while assisting and rubber household gloves when cleaning up afterwards.
 - 28.5. If assistance is required from another person, they will also wear gloves before touching the patient.
 - 28.6. More than one patient will never be touched with the same gloves. Gloves will be changed in between patients.
 - 28.7. When cleaning bodily fluid spills use the regulation spill pack provided and ensure that all traces of blood and other bodily fluids are removed. All swabs have to be placed in the medical waste bags and disposed of in the same way as the gloves.
 - 28.8. After use, hooking your finger into the bottom inside of the glove and pulling it inside out will remove the glove. The glove will be placed directly into the medical waste bag and the bag closed securely. The bag will be taken to an approved place for disposal.

- 28.9. Arrangements can be made with a medical care provider for safe disposal of contaminated gloves and other equipment. Do not dispose of used gloves and medical waste in the normal refuse removal system.
29. Rules for all Staff and Pupils:
- 29.1. No staff or learner will attempt to administer first aid if they are not a qualified First Aid Official.
- 29.2. Unless the First Aid Official requests assistance, all will move away from the patient to allow the First Aid Official space to work in.
- 29.3. If anyone is requested to assist the First Aid Official, they will wear latex gloves provided in the first aid kit.

Allergies and Serious Medical Conditions

30. A Medical Attention Form (prescribed form attached) will be filled in annually by all pupils. Where pupils are identified with life threatening allergies and serious medical conditions, all relevant staff will be informed.
31. Medication will only be administered by an employee of the College if the parent / guardian has filled in the requisite Special Medicine Requirements Form (prescribed form attached).

School Tours and Day Trips

32. First Aid kits containing the contents as prescribed in schedule 3 (on the prescribed form) must be taken on all trips.
33. College pupils going on school or sports tours will take their own medication. Guidelines may be given, specific to each tour.
34. In the Preparatory schools, forms are to be signed by the parent / guardian whereby staff may act in loco parentis in cases of emergency or to administer medication.

Boarding House Requirements

35. The policy applies to the Boarding Houses. Staff may act in loco parentis in cases of emergency.
36. In terms of the National Drug Policy of 1996, health professionals will require a dispensing licence in order to dispense medicines. The license must be displayed on the premises and is valid for three years.

APPROVED & ADOPTED BY COLLEGE EXECUTIVE: 02 APRIL 2007

APPOINTMENT LETTER FOR THE FIRST AID OFFICIAL

Date _____

Dear _____

I, _____, having been appointed in terms of section 16 (2) of the Occupational Health and Safety Act (85 of 1993), to ensure full compliance with the Act, hereby appoint you _____, as a First Aid Official for St Stithians College, in terms of Regulation 3 of the General Safety Regulations.

In this capacity, listed below are your duties and areas of responsibilities: -

- First Aid equipment to be regularly checked and updated.
- Ensure boxes are properly safeguarded and your names appear on the box.
- To render First Aid for all emergencies arising in the School.
- To maintain a record of all treatment provided.
- Keep your First Aid certificate current.

Thank you for your support.

Head

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ACCEPTANCE

I, _____ hereby accept this appointment as detailed above and have noted my responsibilities.

.....
Signature

.....
Date

CONTENTS OF THE FIRST AID BOX

General Safety Regulations

Minimum contents of a First Aid Box

| Item | Description | Contents Checked | Contents Checked | Contents Checked | Contents Checked |
|------|--|------------------|------------------|------------------|------------------|
| 1 | Wound cleaner / antiseptic (100 ml) | | | | |
| 2 | Swabs for cleaning wounds | | | | |
| 3 | Cotton wool for padding (100 g) | | | | |
| 4 | Sterile gauze (minimum quantity 10) | | | | |
| 5 | 1 pair of forceps (for splinters) | | | | |
| 6 | 1 pair of scissors (minimum size 100 mm) | | | | |
| 7 | 1 set of safety pins | | | | |
| 8 | 4 triangular bandages | | | | |
| 9 | 4 roller bandages (75 mm x 5m) | | | | |
| 10 | 4 roller bandages (100 mm x 5m) | | | | |
| 11 | 1 roll of elastic adhesive (25 mm x 3 m) | | | | |
| 12 | 1 non-allergenic adhesive strip (25 mm x 3 m) | | | | |
| 13 | 1 packet of adhesive dressing strips (minimum quantity, 10 assorted sizes) | | | | |
| 14 | 4 first aid dressings (75 mm x 100 mm) | | | | |
| 15 | 4 first aid dressings (150 mm x 200 mm) | | | | |
| 16 | 2 straight splints | | | | |
| 17 | 2 pairs large and 2 pairs medium disposable latex gloves | | | | |
| 18 | 2 CPR mouth pieces or similar devices | | | | |
| 19 | 2 pairs of household rubber gloves | | | | |
| 20 | Spill Pack | | | | |
| | | | | | |
| | | | | | |

| | | | | |
|---------------------------------|--|--|--|--|
| Signature of First Aid Official | | | | |
| Date | | | | |



SPECIAL MEDICINE REQUIREMENTS FORM

Only prescribed medicines may be administered by staff of the college.
This letter gives the school permission to administer such medicine to my child if so required.

Child's Name: _____

Grade: _____

Parent's / Guardian's Name: _____

Child's Age: _____

Medication Information:

| | |
|-----|---|
| 1. | Name of medicine: |
| 2. | Indications (purpose): |
| 3. | Dosage and administration instructions: |
| 4. | Possible side effects: |
| 5. | Special precautions: |
| 6. | Expiry date: |
| 7. | Syrup / pills / capsules etc.: |
| 8. | Quantity in container: |
| 9. | Packaging: |
| 10. | Storage requirements: |

Contact and Medical Information:

Allergies or Medical condition: _____

Current Illness: _____

Medical Aid Society: _____

Medical Aid Number: _____

Doctor's Name: _____

Doctor's Number: _____

Parent Contact Numbers:

Father: (cell) _____ (w) _____ (H) _____

Mother: (cell) _____ (w) _____ (H) _____

Indemnity

I, _____ (Parent/Guardian), indemnify St Stithians College, from any form of contra indication or side effect if such occurs when administering this medication to _____ (my child). I do not hold the school responsible for the management of such medicine, with regard to the expiry date and general care of the medicine. It remains my responsibility to make sure there is enough medicine available, that the expiry date is current and the relevant information is current.

Parent / Guardian Signature: _____

Date: _____

Receiving staff members Signature: _____

Date: _____



MEDICAL ATTENTION FORM

In order to comply with health regulations in the event of your child requiring urgent medical attention, parents are required to authorize the school to seek the necessary medical help where it is unable to contact the parents or their nominated medical practitioner.

Please provide the following information:

Name of Child:

Class:

Name of Parent or Guardian:

Telephone Numbers:

Mother: Home:..... Work:..... Cell:.....

Father: Home:..... Work:..... Cell:.....

Family Doctors Name:Telephone:.....

Consulting Rooms Address:.....

Medical Aid Society:.....

Medical Aid Number:.....

Member:.....

ALLERGIES OR MEDICAL CONDITIONS:

Treatment Required:

Medication Required:

Medication provided to the school:

(If medication is to be administered, please fill in a special medicine requirements form.)

I hereby authorize the College to seek any medical attention which my child may require, where we or the family doctor cannot be contacted.

Signed(Parent / Guardian)..... Date:.....