

# CHRISTCHURCH RUDOLF STEINER SCHOOL

## College Principal Group

### Management

NAG 5 Policy **HEALTH AND SAFETY**

#### 4.3 Procedures **First aid procedures**

##### **Background.**

These procedures should ensure the school:

1. Provides adequate facilities for all children to be attended to following an accident or during illness at school.
2. Ensures that a programme of basic first aid is made available to all staff as part of a planned staff development programme.

##### **Guidelines**

The College Principal Group will ensure that:

- An up to date telephone list of 2 emergency contacts apart from parents (including child's GP) for each child is readily available, to notify parents/caregivers/whanau so that authority can be obtained to give attention to all pupils without delay.
- Specialist aid is made available for all pupils in the event that parent/emergency contacts are unavailable.
- In such cases where the parent/emergency contact is not available the school reserves the right to use its discretion with regard to the treatment of any child in an emergency.
- A system is in place to record all injuries occurring during school hours with a note of the first aid attention given.
- An up to date health record of all children is kept in the healing room.
- A well maintained, fully equipped first aid kit, with first aid manual included, be kept in the healing room, technology, laboratory and a small first aid kit in every lower school classroom and kindergarten.
- A fully equipped first aid kit taken on all school day trips and Camps. For trips within the city limits, a small first aid kit would be adequate. At least one teacher or accompanying assistant should have an up to date first aid certificate.
- Staff development funds are allocated to facilitate a process whereby all permanent staff obtain up-to-date knowledge and skills of first aid practices.

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Responsibility for administration of procedure: Management

Responsibility for review: Management

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