

# CHRISTCHURCH RUDOLF STEINER SCHOOL PROCEDURES

## HEALING ROOM/FIRST AID

### School Management

NAG 5 Policy on Health and safety / First aid

#### 4.4 Procedure : **Healing Room / First Aid**

#### **First Principles**

No sick or injured child shall be left alone or kept waiting.

No child with a chronic disease (eg Aids, Haemophilia) shall be discriminated against.

The highest standards of hygiene and safety shall be adhered to at all times.

#### **Procedures**

1. Assess the problem and reassure the child.
2. In the case of serious accident requiring immediate specialised treatment staff should call 111 requesting an ambulance
3. If the child is sick and requires attention for longer than half an hour, notify the parent that the child is not well and should be taken home. In severe cases of illness or injury, notify the parent and/or refer the child to the parents' preferred medical consultant. The school requires the parent to take a child home in case of suspected infectious illness.
4. Proceed after washing hands and putting on gloves and / or mask where necessary. If a child is bleeding follow the 'Procedure on Blood and other Bodily Fluids' (a copy to be posted on the Healing Room wall).
5. Clean and dress wounds using materials from the first aid cabinet. Unless a parent specifically requests, all remedies and creams will be natural and or homeopathic in nature.
6. Record all accidents/complaints in the Healing Room register, along with the treatment given. (See new enrolment form for guidelines.)
7. Notify the parents using the following procedure:
  - (a) Telephone the parent/caregiver at the time of the accident in all cases of serious injury, any head injury or serious illness. If unable to contact the parent, the person listed as the emergency contact should be notified.
  - (b) If the parents/ caregiver have not been able to be contacted, a letter should be sent home with the child stating cause & any treatment given. (A copy of the letter to be kept in school office)

*Note: The school reserves the right to use its discretion with regard to the treatment of an emergency.*

Signed



Date approved: 12 February 2014

Responsibility for administering this procedure: Management

Responsibility for review: Management

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