

PROTEA HEIGHTS ACADEMY

PROTEAHOOGTE AKADEMIE

FIRST AID POLICY



POLICY REGISTER DETAILS

TITLE OF POLICY	FIRST AID POLICY
COMPILED BY	C Davids
POLICY NUMBER	25
DATE APPROVED BY SGB	6 December 2022
EFFECTIVE DATE	1 January 2023
EXPIRY DATE	This Policy remains in force until amended or replaced <u>and</u> approved by the SGB
REVIEW DATE	1 January 2023
AMENDMENT HISTORY	

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1. INTRODUCTION

This policy outlines the School's responsibility to provide adequate and appropriate first aid to learners, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

2. LEGAL FRAMEWORK

The provision of First Aid in the workplace is required in terms of:

- 2.1 General Safety Regulation 3 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). Regulation 3(2), 3(3) and 3(4) provide guidelines regarding the number of first-aid boxes that should be available.
- 2.2 Occupational Health and Safety Act, 1993 (Act 85 of 1993) and the General Safety Regulations and Hazardous Biological Agents Regulations.
- 2.3 The Compensation for Occupational Injuries and Diseases Act, 1993 (Act 130 of 1993).
- 2.4 HIV/Aids Policy of the School.
- 2.5 Code of Conduct of the School.

3. AIMS

- 3.1 To identify the first aid needs of the School in line with Safety Regulations as set down by the DoE.
- 3.2 To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst school personnel are on school visits.

4. PERSONEL

- 4.1 The Principal is responsible for the health and safety of the employees and learners, as well as anyone else on the premises. This includes the administrative staff, teachers, non-teaching staff, learners and visitors (including contractors).
 - 4.1.1 He/She must ensure that a risk assessment of the Schools is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
 - 4.1.2 He/She should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- 4.2 The Safety Officer is responsible for putting the policy into practice and for developing detailed procedures.
 - 4.2.1 He/She should ensure that the policy and information on the School's arrangements for first aid are made available to parents.
- 4.3 Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

- 4.4 A First Aid Officer will be appointed at the start of each year. This is a voluntary post. The appointed person must have undertaken emergency first aid training, which will be funded by the School, and keep this updated. He/She will:
- 4.1.1 look after the first aid equipment e.g. restocking the first aid boxes
 - 4.1.2 ensure that an ambulance or other professional medical help is summoned when appropriate.
 - 4.1.3 give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
 - 4.1.4 appoint a first aid team from the learner body and ensure that they get adequate training.
 - 4.1.5 organise the first aid team for sport fixtures and any emergency procedures.
- 4.5 There should be one qualified first aider for every 100 learners. The Safety Officer with the First Aid Officer must ensure that there are sufficient first aiders in the school.

5. FIRST AID AT SPORTS AND EXTRA MURALS

- 5.1 Sporting codes will request first aiders to be on duty for fixtures via the First Aid Officer.
- 5.2 The head of sport will provide the First Aid Officer with a practice schedule for all sports.
- 5.3 The First Aid Officer will then organise that first aid be available.
- 5.4 Each coach/manager must keep an up-to-date medical register of players.

6. MEDICATION

- 6.1 Some learners may require medicines that have been prescribed for their medical condition during the school day.
- 6.2 The parent must inform the school in writing of the type of medication that needs to be taken and when it must be taken. This information must be given to all educators that teach the learner. The learner must also keep this information on their person
- 6.3 No person may give a learner non-prescribed/over-the-counter medicines, such as those providing relief from period pains/ hay fever or headaches.
- 6.4 School staff does not give non-prescribed medication to students unless supplied with written authorisation by parent/guardian.

7. REPORTING INJURIES

- 7.1 Any teacher who attended the incident can complete the injury report. The report must be signed by the Principal. This report is available at the front office of the school.

- 7.2 When a first aid incident occurs, the injury report must be completed and kept by the Head of Pastoral for 5 years.

8. PROCEDURES WHEN DEALING WITH SERIOUS INJURIES

- 8.1 Any learner who sustains an injury on the School premises should be taken to the office, if the injury allows it, and the parents/guardians must be contacted. If the situation is life threatening, an ambulance must be called and the learner should be transported to the nearest medical facility. (This is for the cost of the parent/guardian.)
- 8.2 However, if an ambulance must be called or the learner must be taken to a medical facility (and the situation is not life threatening) permission must first be obtained from the parent/guardian. It is, thus, the duty of every parent/guardian to ensure that the School has their correct contact details.
- 8.3 A register (incident file) must be kept of all serious injuries and the actions taken to treat the learner. An Incident Report must be complete following any serious injury that takes place while a learner is in the care of an educator.

9. STOCKING OF FIRST AID BOXES

- 9.1 Minimum requirements for a first aid kit:

- As per General Safety Regulations
- Item 1: Wound cleaner / antiseptic (100 ml)
- Item 2: Swabs for cleaning wounds
- Item 3: Cotton wool for padding
- Item 4: Sterile gauze (minimum quantity 10)
- Item 5: 1 pair of forceps (for splinters)
- Item 6: 1 pair of scissors (minimum 100 mm)
- Item 7: 1 set of safety pins
- Item 8: 4 triangular bandages
- Item 9: 4 roller bandages (75 mm x 5 m)
- Item 10: 4 roller bandages (100 mm x 5 m)
- Item 11: 1 roll of elastic adhesive (25 mm x 3 m)
- Item 12: 1 non-allergenic adhesive strip (25 mm x 3 m)
- Item 13: 1 packet of adhesive dressing strip (minimum quantities, 10 assorted sizes)
- Item 14: 4 first aid dressings (75 mm x 100 mm)
- Item 15: 4 first aid dressings (150 mm x 200 mm)
- Item 16: 2 straight splints
- Item 17: 2 pairs large and 2 pairs medium disposable gloves
- Item 18: 2 CPR mouthpieces or similar devices.
- Item 19: 1 plastic bag / latex gloves

- 9.2 In class rooms the quantities stated under items 1, 8, 9, 10, 14, 15, 17, and 18 may be reduced by half. In larger areas the quantity will increase.
- 9.3 Areas such as laboratories will require additional items to the above list that must be requested by the laboratory assistant. In particular, these areas must be equipped with the means to deal with regular burns and chemical burns, and the educator be trained to deal with these.

10. AVAILABILITY OF FIRST AID BOXES

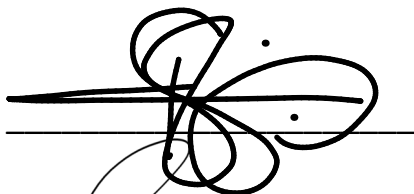
- 10.1 First aid boxes are located in the sick bay, the staffroom, the conference room and the secretary's office.
- 10.2 The First Aid Officer should ensure that the following is in place:
- 10.2.1 Personal mini-first aid kits are available to staff members for their classrooms, who should have them replenished quarterly, or more frequently, by the First Aid Officer.
- 10.2.2 Mini-first aid kits are also made available to each manager/coach of a sport team

11. APPROVAL AND ADOPTION

This First Aid policy was approved and adopted by the Protea Heights Academy Governing Body on 6 DECEMBER 2022 (date).

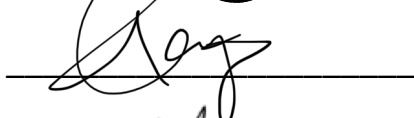
SIGNED:

CHAIRPERSON:



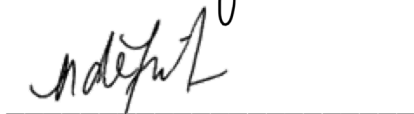
DATE: 6 December 2022

PRINCIPAL:



DATE: 6 December 2022

SECRETARY:



DATE: 6 December 2022