



Brigantine Avenue Sun Valley 7975
Tel: 021 785 2722 Fax: 021 785 2176 Email: info@sunvalleygroup.co.za



First Aid Policy

1. Background

1.1 The unfortunate reality of life determines that there are no guarantees around the safety of persons.

1.2 In accepting the above, it is the belief of the school that the safety of human life at all times takes precedence over the safety of property, and this belief will underpin all interventions and initiatives relating to safety and first aid at the school.

1.3 The school accepts responsibility for the young people committed into its charge and care from 7h30, and recognizes its responsibility to act in an emergency in such a way as to maximize the well-being and safety of the ill and/or injured. While adhering to this approach, the school will nevertheless make a real and reasonable effort to contact the parent of ill or injured pupils.

2. Legislation

2.1 The Constitution of the Republic of South Africa, Act 108 of 1996.

2.2 The South African Schools Act, Act 84 of 1996.

2.3 The Youth and Adolescent Health Policy

3. SPECIFIC PRIORITY AGREEMENTS

3.1 It is accepted that in the absence of the parent, the school and its employees have permission to:

3.1.1 Allow trained medical, para-medical and First Aid staff to treat the child

3.1.2 Sign an authorization for an **emergency** operation or similar treatment if that is deemed to be in the child's best interests

3.1.3 It is agreed that the school has sole responsibility to meet all costs of medication or treatment received in terms of this policy or the school's protocol on **medication**.

4. GENERAL PROVISIONS

4.1 In accord with relevant health and safety legislation the school will:

4.1.1 Take action and implement precautionary measures as may reasonably and realistically be required to nullify the foreseeable hazards which are likely to arise at school or during school activities.

4.1.2 Take all reasonable and practicable precautions needed to avoid illness or injury to pupils, employees or others occurring at school.

4.1.3 Attempt to take reasonable steps to mitigate any hazard or potential hazard before it becomes a danger.

4.1.4 Provide essential information to ensure that all employees, pupils, their parents and visitors to the school are aware of potential hazards at school and are aware of how they are to be responded to.

4.2 While doing its best to provide a safe environment, the school requires that the following realities of the schoolyard be recognised by all those entering the premises:

4.2.1 Participation in any sporting or other activity at or through the school, including the use of transport arranged by the school, may entail risks, and it is a condition of participation in any activity or use of any facility (including the use of transport provided by or through the school), that such participation or use shall be at the risk of the user/participant and/or his/her parent/guardian.

4.2.2 They are neither by qualification nor availability in a position to oversee any treatment of a pupil, employee or visitor to the school; nor accept any responsibility for ensuring that medicine is taken as directed; nor for the oversight of any exercise regimen which the child should be following.

4.2.3 They cannot, given their other duties, responsibilities and demands, together with their lack of formal medical knowledge and training, oversee the taking/dispensing of tablets, medicines, injections or any other administration of medication in any form. (The primary schools may have to accept some responsibility in this regard, given the relative levels of maturity or immaturity displayed by their affected pupils.)

5. FIRST AID

5.1 The First Aid Policy of the School is built around the following premises:

5.1.1 The School will put and keep in place such measures and safeguards as are regarded as necessary to protect the personal and physical well-being of our staff, pupils and visitors **as far as this is or may be reasonably practicable**.

5.1.2 The school will put in place both a programme to allow staff and learner volunteers to be trained in basic first aid; and a first aid group to provide basic first aid on the premises and at school activities/functions.(The cost will be incurred to the volunteers.)

5.1.3 At the same time, the school expects everyone in the school to play their part in creating and maintaining a safe environment by being vigilant and taking all reasonable care in their

interactions, one with another.

5.1.4 Whenever the school arranges, organizes or mounts an event, activity or function, a first aid facility appropriate to the activity taking place will be provided or arranged by the school.

5.1.5 Where low-level illness or injuries occur, the school will provide or obtain first-tier first aid for the ill or injured from its medical response team.

5.1.6 Where more than the rudimentary response which falls within the scope of the school's resources is required, the school will refer those in need of more sophisticated treatment to a relevant outside medical agency, in which case any costs will be borne by the family of the 'patient'.

6. ACTIONS BY THE SCHOOL

6.1 Against the background described above, it is agreed and accepted that the school and/or its staff or delegates will accept normal *in loco parentis* obligations. Further to the foregoing, staff of the school may, at their sole discretion:

6.1.1 Administer the most common and innocuous of generic over-the-counter remedies (e.g. pain relievers, cough lozenges, cough syrup, disinfectant ointments and the like), but only to learners whose parents completed the medical consent form

6.1.2 Take any further steps they deem reasonable in the event of the applicant becoming ill, being injured, or for any reason requiring medical attention while at school or at a school activity or function.

6.1.3 Furthermore, where practicable, and in order to cover against more serious illness or injury, an arrangement with a nearby pharmacy, medical and dental practice, as well as an ambulance service and the nearest hospital, will be sought for the provision of a standby service, so that in an emergency responsible officials will know or be able to ascertain expeditiously, who to call, secure in the knowledge that the school has built a sound relationship with them and has a basic agreement in place.

6.2 Relevant telephone numbers for emergency services will be readily to hand and updated annually.

7. PUPILS ON MEDICATION

7.1 Where a child is on medication other than that administered in terms of clause above:

7.1.1 The parents will inform the school (a written form from the school is supplied) that the child is on medication.

7.1.2 They will provide any medication which may be required.

7.1.3 They will enter into an agreement with the school (see protocol and agreement in respect of medication) to manage the medication regimen.

7.1.4 It is further understood, recognised and accepted by the parent and child that, while the school will take every precaution to ensure that medication is stored safely, neither the school

nor the staff can assume responsibility for the safekeeping of medicines or medical equipment, nor for any consequences of medicines or medical equipment falling into the hands of other learners.

7.1.5 Identification chart with the learner's photo and the chronic condition and relevant medication will be on display in the first aid location.

8. STAFF MEMBERS

8.1 The above policy applies *mutatis mutandis* to members of staff employed by the school, with adaptations necessitated by the context. Examples of such adaptations would include, but not necessarily be limited to the following: The parent of an adult will not be telephoned in the event of injury to the adult, though it may well be relevant to advise, contact or get permission from a spouse or next of kin.

9. FIRST-AID CASES/BAGS

9.1 First-aid cases or bags containing the following will be available on the premises:

- a) adhesive dressings (e.g. Opsite)
- b) adhesive skin closures, (e.g. Band Aid)
- c) adhesive tape
- d) antiseptic ointment / spray (e.g. Bethadine, Savlon (NB: Check with a pharmacist that the ointment/spray you intend to use is appropriate for your school's particular circumstances.)
- e) compression bandages (5cm, 7.5cm, 10cm)
- f) elastic adhesive bandages (2.5cm, 5cm)
- g) gauze swabs
- h) ice
- i) ice pack
- j) irrigation solution (sterile eyewash)
- k) melolin
- l) nasal pack
- m) petroleum jelly
- n) scissors (blunt ended)
- o) skin care pad (e.g. Second Skin)
- p) sterile gauze bandage
- q) surgical gloves
- r) tincture of benzoin
- s) towel
- t) triangular bandages
- u) water bottle

9.2 Each Term or twice per annum all of the above need to be checked by a health professional.