

St Joseph's Institution International School Malaysia

Enabling youth to learn and to learn how to live, empowering them to become people of integrity and people for others.



First Aid Policy

Signed..... **Eileen Quigley** Elementary School Principal

Signed..... **Stuart Glascott** High School Principal

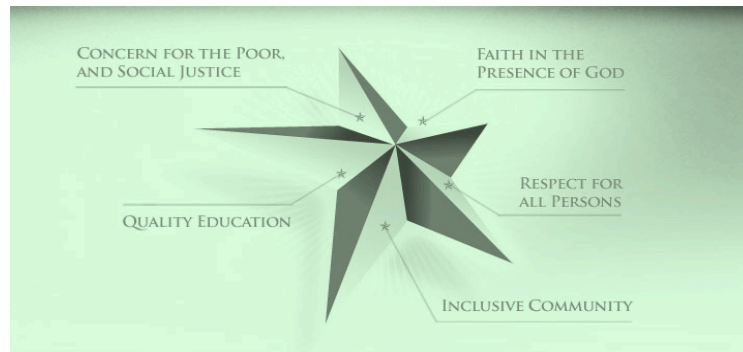
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First Aid Policy

This policy is written in the spirit of putting into practice our Lasallian core values



Purpose

To facilitate the initial treatment for:

- injuries that may occur in the workplace (including field work); and
- sickness that may impact on students and staff members while at SJIM.

Aim

To set out clearly the policy and procedures for first aid at St Joseph Institution International School, Malaysia.

Objective

- To ensure compliance with all relevant legislation.
- To undertake suitable and sufficient assessments for first aid needs.
- To identify and implement reasonably practical arrangements for dealing with first aid accidents.
- To provide sufficient numbers of competent persons for carrying out first aid treatment.
- To conduct regular checks on first aid equipment and the availability of consumables.

First Aid Principle

The school's arrangements for carrying out the policy include the following key principles:

- individual responsibility on all employees.
- duty to report, record and, where appropriate, investigate all accidents.
- recording of all occasions where first aid is administered to employees and student.
- provision of equipment and materials to carry out first aid treatment.
- arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- establishment of a procedure for managing accidents in school which require first aid treatment.
- provision of information to employees on the arrangements for first aid.
- undertaking a risk assessment of the first aid requirements of the school.

Responsibilities

The Principals

- will ensure the appropriate policies, procedures and audit protocols are in the place and reviewed from time to time.
- will ensure that arrangements are in place for suitable budget for training and re-training of First aiders.
- will maintain levels of competence of First aiders.
- will inform Parents of children who may have been in contact with any child suffering from a communicable disease.

The Health and Safety Committee

- will ensure these policies and procedures are communicated, implemented and adhered to on a sustainable basis in their respective areas of responsibility.
- will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements.
- will carry out an assessment of first aid needs, appropriate to the circumstances of each work place.
- will provide adequate numbers of qualified first aiders throughout the organisation.
- will oversee the staff training, in relation to First Aid.

The School Nurse

- will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.
- will ensure that suitable equipment, facilities and consumables are provided for first aid treatment.
- will ensure that suitable first aid notices are displayed, which details names of first aiders and contact information.
- will ensure the medical room is equipped to provide medical treatment.
- will ensure records of assessment are kept.
- will ensure that students with medical conditions can be found in the Medical Room, in a lockable cabinet.
- will record the first aid treatment and report as necessary to the Health and Safety Officer under RIDDOR.
- will ensure that the procedures regarding the flow of health service in the Medical Room are followed, (APPENDIX 1).
- will be responsible for procedures regarding the reporting to parents, (APPENDIX 2).
- will oversee the procedures for transporting students to hospital or home, in the event of illness or injury.
- will maintain a record of injuries and accidents to employees and pupils. These records are to be retained in the school office for a minimum of 3 years and a maximum of 7 years. Departments should not retain copies for longer than necessary in order to comply with the requirements of the Data Protection Act.
- will develop and implement accident / incident report forms, (APPENDIX 3).
- will ensure the safe disposal of clinical waste.
- will follow procedures in relation to the Administration of First Aid and Medicines to pupils, (APPENDIX 4).

Head of Science

- will ensure the safe disposal of clinical waste.

Trained Staff

- will ensure that all first aid treatments are documented on the appropriate school form and passed to the Medical room for filing.

Parents

- will ensure that all first aid treatments are documented on the appropriate school form and passed to Medical room for filing.
- should immediately inform the school office if their child has been diagnosed with a communicable disease such as Chicken Pox, Measles, HFMD or etc.
- should ensure that if their child is ill/unwell, that he/she should remain away from school until able to fully participate in the school day. In particular, if he/she has had diarrhoea or vomiting within the last 24-hour period or if the child has had a higher than normal temperature, this must be registering with the 'normal' range for a 24-hour period before returning to school.

Practical First Aid Arrangements

- First aid boxes in the school are located as follows:
 - a. Dining Hall
 - b. Office (ES /HS)
 - c. Main Building corridor
 - d. Science Lab
 - e. Multi-Purpose Hall
- In addition, there are travel kits for trips and matches. The contents of these boxes vary according to location and are checked on a regular basis by the School Nurse who retains a log of the contents of each box/kit.
- Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible or bring immediately the pupils to Medical Room for medical attention.
- If the teacher requires assistance, they should send the accompanied pupil to the Medical room for attention from the school nurse or send a pupil to request that she comes to the scene of the accident. If the contents of the boxes become depleted, staff should inform the School Nurse.

Disposal of Clinical Waste

The safe disposal of clinical waste is a shared responsibility of the School Nurse, Head of Science and the school caretaker. Approved **YELLOW** bags must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the school by an authorised contractor, (APPENDIX 5).

Standard Operating Procedures

The Standard Operating Procedures (SOP) for medical assessment and treatment can be found in the Medical Department Handbook.

Appendix 1

Flow of Health Service

The flow of health service for students in Medical Room.

- If the student is feeling unwell during a lesson, the teacher should issue a Medical Room Visiting Slip to leave a class and go directly to Medical Room.
- If the student is unwell at any point of other time during school hours, they should go directly to the Medical Room to get medical attention without Medical Room Visiting Slip. Medical Room Visiting Slip will be issued upon arrival to respected to student to pass it classroom teacher.
- If the student is unwell in the morning, it is best for student remain at home. If it deemed that student needs to be collected, parents/guardians or emergency contact person will be notified to arrange transport home.
- All student will be given nursing care according to standard of clinical nursing practice guidelines.
- As the student enters to Medical Room with Medical Room Visiting Slip or without the slip, the school nurse will:
 - a. Assess and identify the nature of the condition.
 - b. Nursing intervention will be carried out according to chief complaint.
 - c. The student will remain under observation in the Medical Room subjected to his or her condition. Otherwise the student will return to his or her classroom with Medical Room Visiting Slip after treatment has been carried out.
 - d. Administer medication as necessary (parents' consent is required for any kind oral medicine) and decide whether or not it is appropriate for parents /guardians to bring home their child/ward; parents/guardian to be called to collect their child;
 - e. Students must respect the decision of the school nurse and not call home if they are judged fit;
 - f. To return to lesson, if the student is fit to continue;
 - g. Documented in iSAMS, daily student log sheet and monthly report to Bursar.
 - h. For Early Medical dismissal, school nurse will call parents and informed parents
 - i. In circumstances of extreme injury, an ambulance maybe called and parents/guardian are contacted as per Department Rules.

APPENDIX 2

Reporting to Parents

- If a pupil receives more than a minor cut or graze the accident should be reported to the parents. Staff should, therefore, report all accidents to a pupil's class teacher so that parents/ward may be informed at pick-up time. More serious accidents are reported to parents from the school office.
- Bumps to the head suffered by Early Years pupils must always be reported to parents immediately who should be given the choice whether or not to collect them from school.
- Pupils who begin to feel unwell during the school day should be sent to the Medical room if unable to participate in class activities. The school nurse will look after them and decide whether or not parents need to be informed or be asked to collect them from school.

APPENDIX 3

Accident/incident report forms

Accident/incident report forms produced by Medical room by School Nurse are used. Action required by staff of Early Years till IB student is as follows:

- The person reporting the accident/incident completes the relevant parts of the form and submits it to the School Nurse who may initiate reports. Written notification should be made as soon as possible after the event and no later than the next working day.
- Near incidents/accidents are reported in the same way
- The School Nurse maintains a central log of all accident report forms
- The School Nurse considers the report and decides on any further action required before filing the form for retention in the folder of Accident Records in a lockable cabinet
- A copy of the report is placed in the pupil's individual file by the Elementary and High School Secretaries.
- Serious accidents/incidents should be reported verbally ASAP. Action required by Early Years staff is similar. All but records of their most serious accidents are kept in the Pre-Prep.

APPENDIX 4

Administration of First Aid and Medicines to Pupils

The school acknowledges that student may require medication during the school day as part of either long-term management of a health condition or during a short period of illness/injury. The school will administer medication provided that the parent(s) of the student adheres to the following medication Policies;

Medication Administration Policy

The following requirements must be met before administering medications:

- ✓ Written Authorization from the Health Care Provider
 - ✓ Parent Written Authorization /Consent
 - ✓ Medication in the original labelled container
 - ✓ Proper care and storage of medication
 - ✓ Eight rights for medication administration (see Figure 1: Bonsall, 2011).
- a. Documentation of medication administration Nebulized medications and emergency injections (Epi-Pen®) require a written health care plan or instructions completed by the RN /consultant and/or the student's health care provider.
 - b. The medication must be brought to school by the parent/guardian in the original prescription labelled bottle and will be stored in the nurse's office. Students are not allowed to carry medication of any kind at school, at school sponsored events, or on overnight field trips except when a potentially life threatening condition exists and self-administration of medications (such as asthma inhalers, auto inject epinephrine, insulin) is necessary.
 - c. In the case of pre-prep student's, all medication must be handed in by an adult to an adult. We will only administer non-prescribed medicine if the specific matter has been discussed by the parent with the School Nurse in advance and she has agreed to its administration.
 - d. If it is absolutely necessary that your child take medications while on a field trip, please contact the nurse for medication forms as soon as possible. Only the licensed school nurse or the child's parent may administer medication (prescription or over the counter) while a student is on a field trip.
 - e. SJIM encourages medication to be administered at home if possible. When medication is needed in during school hours, parents/guardian must adhere to school nurse. Medication use and administration procedure and complete/return the Medication Permission Form to the school nurse.

Figure 1: 8 Rights of Medication Administration

1. Right patient
2. Right medication
3. Right dose
4. Right route
5. Right time
6. Right documentation
7. Right reason
8. Right response

Reference Bonsall, L. (2011). 8 rights of medication administration.

Retrieved from: <http://www.nursingcenter.com/Blog/post/2011/05/27/8-rights-of-medication-administration.aspx>

Appendix 5

Procedure for Dealing with Spillages of Body Fluids (Clinical waste management)

The legal **Definition** of clinical waste is given in the Controlled Waste Regulations 2005 as:

"Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it".

Controlled Waste Regulations 2005