



KAIKORAI VALLEY COLLEGE

FIRST AID/INJURY/SICKNESS PROCEDURE

OBJECTIVES

- 1 To provide adequate facilities for all students to be attended to following accident or sickness at school. Such facilities are to be kept solely for this purpose.
- 2 To ensure that support is given through Professional Development for the training of staff in basic first aid as required.
- 3 To ensure that medical attention is made available for students where necessary in the event that parents cannot be contacted.
- 4 To document those students with medical conditions. This information is to be readily accessible in a centralised location.

GUIDELINES

- 1 One or more members of staff (currently Principal's secretary and office secretaries) are designated as the persons in charge of first aid/sickness etc and assume responsibility for the care of students in the sick bays.
- 2 First aid supplies are regularly budgeted for and safe storage practices implemented. First aid supplies are readily accessible in a central, clearly marked cabinet in the main office.
- 3 Teachers are responsible for ensuring that all accidents/injuries are attended to appropriately and the designated staff member advised.
- 4 A record of all injuries and the attention given is kept.
- 5 A list of all staff holding current first aid certificates is maintained on a google sheet called "first Aid Certificates found in the shared Health and Safety Drive.
- 6 Any medication to be taken during the school day is held at the school office where appropriate and distributed by appropriate people.

Date of Confirmation by the Board of Trustees	12.09.2001.
Reviewed	19.08.2004.
Reviewed	22.06.2006.
Reviewed	24 August 2011
Reviewed	26 November 2014
Reviewed	29 August 2018
Reviewed	14-06-2022