



FIRST AID POLICY

PURPOSE

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

POLICY FRAMEWORK AND CONTENT

To meet these social and moral responsibilities and to meet our commitment under the legislation, we will provide resources including finance for first aid facilities, first aid equipment and appropriate training, policy and procedure. The school/college will be responsible for maintaining records of staff training in first aid and CPR/emergency care, and collating injury and illness records and information.

- The provision of first aid facilities and equipment based on an assessment of the needs of the school
- Determining the number of personnel trained in first aid
- Ensuring that a minimum of at least two staff members in the primary school are trained in first aid
- Keeping a record of employees who are trained in first aid and their level of training

RESPONSIBILITIES OF FIRST AID PERSONNEL/SCHOOL DOCTOR

Initial provision of first aid treatment

- Maintaining all first aid kits within the school
- Maintaining first aid facilities i.e. sick bays in accordance with legislative requirements
- Administering medication the person designated as primary first aid officer is paid an allowance for additional tasks and responsibilities, according to the award. Other personnel trained in first aid are responsible for the provision of first aid treatment as required and may be designated by the primary first aid officer or principal to be in charge of a first aid kit or kits. Trained personnel taking first aid kits from the school for school excursions, sports events etc. are responsible for:
 - The care of excursion first aid kits
 - Providing emergency care
 - Recording of incidents and injuries using the appropriate forms
 - Returning and restocking of the first aid kit as necessary while acknowledging the duty of care of trained first aid personnel, such persons must not provide treatment beyond the level of recognized training and/or instruction that they have received.

RESPONSIBILITIES OF WORKERS

Workers are responsible for:

- Providing basic life support and emergency care that is consistent with their current level of training
- Reporting and recording incidents and injuries as per school/college procedures

PROCEDURES

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 103 or 105 for advice.

Where a child is involved contact the parents in the first instance. If the parents cannot be reached the school will make the decision

- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to School Doctor
- If a first aid kit is poorly stocked, this should be reported to School Doctor
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing School Doctor when it is poorly stocked.

DEALING WITH VISITORS

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

CHILDREN WITH MEDICAL NEEDS

A list of children who have medicine, inhalers or who have diabetes will be informed to the Teacher/Teachers Assistant and School Doctor.

STAFF TRAINING

All staff undertaking first aid duties will be given full training in accordance with Mongolian legal requirements. Any appointed persons will attend a basic four-hour course and get certificate.

INFORMATION FOR EMPLOYEES

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first-aider/Doctor/ will be provided on staff notice boards.

First Aid boxes can be found in the following areas:

- Office/administration areas, Doctor`s room where primary first aid officer is available to administer first aid
- Playgrounds
- Excursions Field Trip
- Sporting events
- Buses
- Reception desk

Revisions - Please write your name, the date and action taken.

Action Taken (eg. Write/Review/Edit)	Name	Date
Write	Tuya, School Doctor	16th August 2015
Update	Tuya, School Doctor	9th September, 2016
Update	Tuya, School Doctor	14th August, 2017