

TREATMENT OF ILLNESSES AND INJURIES

RATIONALE

The Board of Trustees will ensure that adequate facilities and treatment are provided to all children / staff in the event of an illness or injury at school.

PURPOSE

- All staff will be able to deal with illness or injury in a safe manner.
- All staff will be able to administer basic first aid and ensure that children are cared for.

GUIDELINES

1. All accidents and actions taken will be recorded in the Accident Register. Treatments of all illnesses and injuries will be recorded in the Treatment Register.
2. All children will report to the school office before entering the medical room.
3. The medical room will be supervised by the school secretary during school hours. If she is unavailable staff will follow the correct procedures.
 - Medication for individual children will be clearly labelled and stored in a locked cupboard in a separate area unless refrigeration is required.
 - First Aid supplies will be stored safely. Stock, including portable kits will be inventoried regularly and updated as required.
 - Gloves must be worn at all times when treating blood related injuries.
 - Linens will be washed on a regular basis.
4. Staff on duty are responsible for ensuring that all accidents / injuries in the playground are attended to.
5. If in the opinion of the duty staff member or school secretary, an injury is sufficient to require closer examination by a Doctor, he / she will inform the Principal or D.P who will ensure contact with parents / caregivers occurs immediately. If the parent / caregiver can not be contacted, the school will arrange for medical assistance.
6. If children are sick at school, parents / caregivers will be contacted to take them home. Children will not remain in the medical room for long periods of time.

CONCLUSION

Ill or injured children / staff will be treated quickly, safely and with care.

Approved **Board of Trustees Meeting** ____ / ____ / ____

Signature of Chairperson _____ ____ / ____ / ____

Signature of Principal _____ ____ / ____ / ____