

IRIS School First Aid Policy

Effective Date: Sep 2025

Review Date: Sep 2026

Purpose

The purpose of this First Aid Policy is to ensure the health and safety of all students, staff, and visitors at IRIS School. The policy outlines the procedures for providing first aid, identifies trained personnel, and establishes protocols for responding to medical emergencies.

Scope

This policy applies to all students, staff, volunteers, and visitors at IRIS School.

Policy Statement

IRIS School is committed to providing a safe environment that promotes the health and well-being of everyone on campus. This commitment includes ensuring adequate first aid supplies, trained personnel, and clear procedures for managing health-related incidents.

Objectives

- To provide effective first aid response to injuries and illnesses occurring on school premises.
- To ensure all staff are aware of first aid procedures and the location of first aid supplies.
- To maintain a sufficient number of trained first aid personnel on site at all times.
- To establish clear communication and reporting procedures for accidents and medical needs.

First Aid Responsibilities

School Administration

- Ensure compliance with local health regulations and first aid requirements.
- Provide resources for first aid training for staff.
- Maintain first aid supplies and kits across the school.

First Aid Officer

- Coordinate first aid training for staff and maintain records of trained personnel.
- Ensure that first aid supplies are adequately stocked and maintained.
- Implement and review first aid policies and procedures regularly.

Staff

- Familiarize themselves with first aid procedures and policies.
- Ensure that they know the location of first aid kits and how to access them.
- Report any incidents or injuries to the First Aid Officer promptly.

Students

- Report injuries to staff members immediately.
- Follow instructions given by staff regarding first aid and medical emergencies.

First Aid Procedures

First Aid Training

- Provide first aid training to designated staff members at least annually.
- Training should include basic first aid, CPR, and the use of an Automated External Defibrillator (AED).

First Aid Kits

- Maintain fully stocked first aid kits in accessible locations throughout the school, including:
 - The main office
 - Nurse's office
 - Science lab
- Conduct monthly checks of the first aid kits to ensure they are stocked and supplies are not expired.

Reporting and Responding to Incidents

- In the event of an injury or medical emergency:
 1. Assess the situation to ensure safety.
 2. Attend to the injured individual, providing first aid as necessary.
 3. Seek additional medical help if the situation warrants.
 4. Complete an incident report form as soon as possible following the incident.

Emergency Contact Information

- Keep a readily accessible list of emergency contact numbers, including local emergency services, Poison Control, and the nearest hospital.
- Maintain a list of students with known medical conditions (e.g., allergies, asthma) and their emergency management plans.

Communication

- Ensure that staff members communicate effectively with parents/guardians about medical incidents involving their children.
- Post first aid procedure signs in common areas, outlining the steps to take in an emergency.

Record Keeping

- Maintain a log of all first aid incidents, including detailed notes on the nature of the injury, treatment provided, and follow-up actions taken.
- Review incident logs regularly to identify patterns or areas in need of improvement.

First Aid in Specific Situations

- **Allergic Reactions:** Be aware of students with known allergies and have action plans in place.
- **Asthma Attacks:** Ensure staff know how to respond to asthma attacks and that students have access to their rescue inhalers.
- **Seizures:** Train staff to respond calmly and appropriately if a seizure occurs, including management of the environment and ensuring student safety.

Review and Revision

This First Aid Policy will be reviewed annually or as required and revised to ensure its effectiveness and compliance with applicable regulations and best practices.

Conclusion

IRIS School is dedicated to maintaining a safe environment through effective first aid practices. By adhering to this First Aid Policy and fostering awareness among staff and students, we can ensure a prompt and effective response to any medical emergencies that may arise.