



Education

**Dunedin Rudolf Steiner**

Learning with head, heart and hands

## **FIRST AID AND ACCIDENT PROCEDURE**

### **First Aid Cabinet Use - procedure**

1. The first aid boxes for the School and Kindergarten are kept in each classroom. There are cold packs in the kindergarten freezers, and a main first aid kit in the office which contains an emergency asthma inhaler. When children go on a trip from the school a first aid kit will be taken, together with a contact list for all the children with medical information included. The teacher will check the camp kit contents before departure against the list of required items
2. The first aid supplies must be kept *locked* or *inaccessible to children* at all times except when in use
3. The contents of the first aid kit is to be *checked termly* as advised by St Johns or First Aid solutions, and restocked as necessary. The classroom boxes will just contain sticking plasters, disposable gloves, a resuscitation shield, and two wound wipes.

### **Accident and illness procedure**

1. At all times while children are attending school or kindergarten there will be at least one *staff member who holds a current first-aid certificate*. The school or kindergarten meets the cost of obtaining the certificates
2. In the case of serious illness or accident the injured person must not be moved.
3. Emergency services (111) are contacted immediately followed by contact with parent/caregiver/next of kin.

4. The Principal and kindergarten teachers will be aware of medical issues children and other staff may have. These are recorded on enrolment forms for the children and updates for staff and children are kept in the emergency contact folder or in the kindergarten enrolment folder. Medical issues relating to school children are also recorded on the Student Management System.
5. Emergency contact details for each child and staff member are kept and available to staff (on phone list beside the office telephone and in the emergency contacts folder for school children and staff and in the kindergarten enrolments folder).
6. Duty teachers are responsible for recording any injuries in the accident book (kept in the First Aid box in the office), for all actions taken and for notifying the Principal or Kindergarten staff, parents and class teacher. A copy of the form is sent home to the parent and they are asked to return the copy signed as evidence that they have read the report. The signed copy is then stapled to the original in the accident book.
7. Class teachers notify the office staff, if a child needs to be taken home by parents or caregivers due to illness or injury. A parent will be asked to collect the child. If no immediate contact can be made, the child will remain under the care of the office staff, Principal or Kindergarten staff until home arrangements are made. The child may wait in the staff room or in the classroom as appropriate, under supervision of a teacher or other member of staff
8. Worksafe will be notified in cases where a member of staff suffers a notifiable incident at work causing serious injury, illness or death. This may be done through the Worksafe NZ online reporting tool or by phoning 0800 030 040.

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Signed: .....

Designation: .....

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_