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International School of Cape Town First Aid Protocol Key Stage 2

Role of First Aider

The first aider's duty is to preserve life (including own), prevent the situation from worsening and to promote recovery.

A qualified first aider should always deal with all of the following major accidents, whether this applies to a child or a member of staff:

- Complaints of feeling ill
- Injuries to the head, neck or spine
- Cuts
- Burns
- Fractures

Any member of staff working in the school can deal with minor injuries – bruises & abrasions.


Note: use of wipes and putting on of plasters should always be done by an adult.

Training of First Aid Personnel

All staff who completed the first-aid training at the start of Term 3 (July 2014) now hold a valid certificate of competence. First aid certificates are valid for three years.

Staff responsible in KS2

Name	Role	Responsibility
Sipho Maphosa	Y4 teacher	1 st Aid Representative for KS2
Haylee Whitcomb	Y5 teacher	1 st Aid Representative for KS2
Charlotte de Gruchy	Head of KS2	Line Manager
All other trained KS2 staff: Georgina Douglas, Peter Greenwood, Lynette Martin, Nicola Robbins, Leandri Swiegers, Rene Talliard, Nia Thorpe-McFall	Teacher/ TA	Administer 1 st Aid as required, report any concerns to KS2 Representatives and KS Head

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First Aid boxes & Bags

First Aid kits are kept in Reception. Ideally the Key Stage has 2 kits at its disposal, one being reserved for outings. It is the responsibility of the nominated KS2 staff to ensure that the kit is sufficiently stocked, and to inform Lynn Padua of any replacement stock needed. Boxes and bags should be checked during the last week of every term by the nominated first aiders.

Recording of Accidents

At present an Accident Recording Book is kept at reception. A note should be made of the following:

- Injury to the head, neck or spine
- When a child has been sent to the medical room/ sick bay
- More severe cuts requiring plaster, etc.
- All other significant injuries requiring assistance from a First Aider
- All accidents where a pupil or adult has had to be taken to hospital.

All entries to the Accident Recording Book need to be signed and dated.

Medicines

Parents/guardians should provide the school with adequate information about their child(ren)'s medical condition and give consent for staff to administer medication as required.

When organising trips, in particular involving overnight stays, such information, with the parent's/ guardian's signature, needs to be available to staff involved. In the planning prior to an overnight trip, the school should request separate written consent. All paperwork involving details of medication needing to be given to children should be kept by staff for the duration of the trip.