



**GARDEN CITY
BRITISH SCHOOL**

2017-2018

Policy: First Aid

First Aid Procedure

- All First Aid is administered by the qualified HAAD approved nurse or Health Care Assistant in the licensed clinic.
- In the case of any serious injury the nurse should be called to the site of the injury to administer emergency first aid.
- Should the casualty be walking wounded they can head straight for the clinic where they will be seen.
- In the case of all serious injuries or medical emergencies the Head of Primary or Principal should be called to attend.
- They should decide with the nurse if an ambulance should be called.
- Records of all vital signs and medication administered should be maintained and handed to the paramedic, doctor or parent/next of kin on arrival.
- Reception should be informed to direct the paramedics.
- Parents should be called and informed that the ambulance has been called.
- A Nurse, family member or senior staff should travel with the injured party in the ambulance and stay with them until the parents or next of kin arrives.
- If an ambulance is not needed the nurse and another member of staff may drive with the injured person to the nearest hospital and stay with them until the parent arrives.
- All incidents are recorded in the clinic log.
- First Aid kits eye baths and chemical showers are available in science rooms and should only be used by qualified first aiders or the nurse.

- If treatment is not urgent the injured party should stay under observation in the clinic until a parent or next of kin arrives to take them home or to the doctor.

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