Objective:
The formulation of this policy enables our school to effectively:

- Provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

Roles and Responsibilities:
The class teacher is responsible for classroom and overall supervision and teachers on duty are responsible for the supervision of pupils during break time and other classes/outdoor activities/CCA. The nurse and her Reporting Authority are responsible for the medical aid provided to the children and communication to parents.

School Ethos:
This policy re-enforces the elements of the school safety policy which advocates providing a safe and secure learning environment for each child and ensuring a duty of care at all times including field trips, excursions and outdoor activities.

Procedure:

- Relevant medical information of all pupils is obtained at the time of enrolment in the School Diary which is updated in the beginning of a new session. Parents/Guardians are asked to list allergies and other medical conditions that their children may have.
- The onus is on Parents/Guardians to keep the school informed of any changes in the medical condition of their wards and also their contact details.
- Each Class Teacher regularly instructs his/her class on issues relating to safety in the campus/class/playing areas. Anti-Bullying and Discipline Policies are also discussed by Class Teachers on a regular basis.
- It is the responsibility of the Class Teacher, Medical In-Charge (Office Staff) and attending teacher to decide what is a “significant injury” or illness. They will make a common sense judgement as any responsible parent would, and take into account the specific needs of the child concerned.
- The Class Teacher/Subject Teacher/CCA Teacher records the incident in the Discipline Log Book in case of injuries sustained by bullying or hitting each other. For other cases, records will be maintained by the nurse in the Medical Logbook. Both Logbooks will be checked by the Medical In-Charge every fortnight and sent to the concerned Head for his/her signature.

Minor Accident/Injury - Steps:

- The injured child is initially looked after by the attending teacher following standard procedures.
- The Class Teacher, Medical In-Charge, Head and Vice Principal are informed immediately.
If deemed necessary, the child will be taken by the attending teacher to the ‘sick room’ which is Hall of Harmony. At this juncture no medicines are administered but minor cuts are cleaned with medi-wipes and bandages/plasters applied if deemed appropriate by the attending nurse. The use of plastic gloves is advised at all times.

Parents of children are notified as a matter of protocol by the Medical In-Charge. The attending teacher will record events in the Discipline/Medical Log Book as per the nature of incident and keep the concerned Head informed.

The nurse records the details in her logbook.

**Serious Accident/Injury - Steps:**

- The Medical In-Charge, Nurse, Class Teacher and Head/Principal/Vice Principal are informed by the attending teacher.
- Parents/guardians (or if not available the person nominated to be contacted in case of an emergency) are immediately contacted by the Medical In-Charge.
- If the considered opinion of the staff is that immediate professional help is required, transport is organised by the school office for taking children to the hospital or directly by their parents.
- Parents are kept informed of developing situations. The attending teacher will record events.
- If required, Class Teacher/school authorities may visit the hospital/home.

**Possible Categories of Injury:**

- Cuts and Bruises, Nausea, Vomiting, Stomach Ache, Head Injuries, Sprains/Fractures, Swelling in any part of the body, Nose/Ear Bleeding, Burns/Scalds sustained in laboratories, Unconsciousness, Stings/Bites
- Any other injury caused by hitting, falls, etc.

The First Aid Policy is based on collective teacher input. The teacher on duty is automatically assisted by others in the case of a serious injury.

**Resources:**

First aid boxes are located in the Sick Room, Laboratories, Rooftops and Staffrooms. All staff members should be aware of these locations. The contents of such boxes are replenished when deemed necessary by the Nurse and monitored by her Reporting Authority.

**Record Keeping:**

Accidents/injuries/illnesses necessitating First Aid are recorded in the Medical Logbook.