

# First Aid Policy

## 1. Introduction

The health, safety, and well-being of the Hillcrest Schools community—including students, staff, parents, and visitors—are of paramount importance. This policy outlines the school's commitment to providing prompt and effective first aid in the event of illness, accident, or injury. This policy is developed by the School Governing Body with input from the Principal and the Business Development Manager. It is implemented in conjunction with the Health and Safety Policy and is available on the Hillcrest Schools website. All staff and students are expected to be familiar with the policy.

First aid can save lives and reduce the severity of injuries. Prompt care can prevent minor injuries from becoming major health concerns.

Note: All staff are expected to provide reasonable first aid support in the absence of a designated officer.

## 2. Purpose

To ensure that the Hillcrest Schools community understands the school's approach to first aid and emergency medical care.

## 3. Scope

This policy applies to all students, staff, parents, and visitors on school premises or during school activities.

It covers:

- The provision of emergency medical care, including basic life support
- Wound care and first aid treatment for minor and major injuries
- Reporting and documentation of incidents requiring first aid

## 4. Definitions

Term	Definition
<b>First Aid</b>	Immediate care provided to preserve life, prevent condition deterioration, and promote recovery.
<b>Minor Injury</b>	Non-serious injuries such as cuts, bruises, sprains, or strains.
<b>Major Injury</b>	Serious injuries that may result in long-term disability or death (e.g. trauma, collisions).

<b>Medical Emergency</b>	A situation requiring urgent medical intervention to prevent permanent disability or death.
<b>Incident</b>	Any unplanned or unwanted event potentially causing harm.
<b>Accident</b>	An unintended event resulting in injury, harm, or damage.

## 5. Policy Statement

Hillcrest Schools are committed to:

- Providing a safe and well-maintained environment to minimise risk.
- Ensuring staff are trained and equipped to respond appropriately to medical situations.
- Keeping parents informed when first aid has been administered.

This policy is to be read in conjunction with the Health and Safety Policy.

## 6. Roles and Responsibilities

### 6.1 Principal

Ensures an adequate number of trained first aid personnel are available across campuses.

Oversees inclusion of first aid officers and their certification status in the Emergency Management Plan (EMP).

Reviews the EMP and first aid training records annually.

### 6.2 First Aid Officers

Must hold valid and current first aid qualifications.

Are responsible for administering first aid in accordance with training.

Are listed in the Emergency Management Plan.

### 6.3 SAN Sister (School Nurse)

Oversees first aid kit maintenance and replenishment.

Supports assessment, treatment, and referral of injured or ill individuals.

Provides expert medical advice and is available 24/7 in emergencies.

## 7. First Aid Kits

First aid kits will be maintained and stored in the following locations:

1. Preparatory School Sick Bay
2. College Sick Bay
3. Farmcrest Sick Bay
4. Farmcrest Kitchen

5. College Workshop
6. Laverock Sick Bay
7. Five portable kits (stored in school buses for excursions and camps)

Departmental staff are responsible for alerting the SAN Sister when replenishment is needed. The SAN Sister inspects kits monthly and ensures compliance with first aid protocols.

## 8. First Aid Kit Contents

Typical items in a kit may include:

- Disposable gloves
- Cotton wool and gauze
- Crepe bandages (assorted sizes)
- Elastoplasts
- Antiseptic lotion
- Triangular bandages
- Safety pins
- Oral rehydration solution
- Heat rub
- Scissors
- Thermometer
- Glucose tablets/powder
- Paracetamol (analgesic)
- Hand sanitiser
- Anti Histamine
- Maintenance and restocking schedule - at least every term and half term
- Special provisions for science labs, sports fields, and workshops.

## 9. Response to Illness or Injury

### 9.1 Minor Illness

Students who feel unwell should be taken to the front office or designated sick bay. A first aid officer will assess the situation. The SAN Sister will be notified for further care and evaluation.

### 9.2 Medical Emergency

Staff may administer first aid within their competence without parental consent in emergencies. The SAN Sister will be contacted immediately. Parents/guardians will be informed as soon as possible. Emergency services will be called if necessary.

### 9.3 Non-Emergency Injuries

First aid may be administered by trained staff. The SAN Sister will be consulted for potential referral. Parents/guardians will be notified accordingly.

## 9.4 Record Keeping

All first aid incidents must be:

Recorded in the First Aid Register.

Reported as per the Reporting and Incidents Policy if they qualify as medical emergencies.

Paracetamol may be administered as part of first aid treatment, under the direction of the SAN Sister.

### Storage and confidentiality of medical records:

At Hillcrest School in Zimbabwe, the storage and confidentiality of medical records are handled with the utmost care to ensure the privacy and safety of all students. Medical records are securely stored in locked cabinets within the school's health office and are only accessible to authorized medical personnel. Digital records, if maintained, are protected with encrypted systems and strong access controls. The school strictly adheres to confidentiality protocols, ensuring that medical information is only shared on a need-to-know basis, in line with relevant laws and ethical guidelines. Parents or guardians are informed and consulted whenever necessary, and all staff members are trained to respect and uphold student privacy regarding health information.

## 10. Sick Bay Standards and Staffing

Hillcrest Schools adhere to Ministry of Health and Child Care guidelines to ensure sick bays are:

- Safe and sanitary
- Properly equipped
- Supervised by qualified personnel

### 1. Refresher Training

All designated first aiders shall undertake a recognised first aid refresher course at least every two years to ensure skills and knowledge remain current and effective.

### 2. Oversight of Sickbay Stations

The School Nurse (SAN Sister) shall have overall oversight and coordination responsibility for all Sickbay stations across Hillcrest Schools, ensuring consistency in standards, equipment, and care procedures.

### 3. Location of Sickbay Facilities

The existing four Sickbay stations—College, Farmcrest, Laverock, and Prep School—shall be maintained in their current locations to ensure adequate accessibility and coverage for pupils and staff.

### 4. Staffing of Sickbay Stations

Each Sickbay station must have a trained and certified first aider available (in the proximity - see 5 below) at all times during school hours and during any school-related activities on campus.

### 5. Deputisation Structure

In the absence of the SAN Sister, the following staff shall act as deputies to ensure continuity of medical oversight and emergency response:

- College and Farmcrest: Matron (College)
- Laverock and Prep School: Matron (Laverock)

## 6. Training Programme

Hillcrest Schools shall ensure that all designated first aiders receive training or refresher training as soon as practicably possible, with the aim of maintaining full coverage across all campuses. Sports Coaches and Teachers should have scheduled training according to the budget

# 11. Communication of Policy

This policy will be:

Published on the school website

Included in staff handbooks and induction training

Reviewed at staff briefings or meetings

Available in hard copy upon request from the school office

## Communication and Emergency Contacts

- Display of emergency contact numbers (hospital, ambulance, poison centre, police).
- Maintaining an updated list of learners' medical conditions and emergency contacts.
- Clear procedure for notifying parents/guardians after any incident.

## Medication Administration Policy

- Who is authorized to administer medication.
- Parent consent requirements.
- Storage and labeling of medication.
- Special care plans for children with chronic illnesses (e.g. asthma, epilepsy, diabetes).

## Infection Control and Hygiene

- Use of gloves, handwashing, and sanitization after giving first aid.
- Proper disposal of contaminated materials (blood, vomit, sharps).
- Managing communicable diseases and isolation procedures.

## First Aid During Off-Site Activities

- Field trips, sports events, and camps — at least one trained first aider must be present.
- Portable first aid kit required.
- Emergency evacuation and hospital access plan.

## Useful to have

- Incident report form template.

## 12. Related Policies

This policy should be read alongside:

Administration of Medication Policy

Health and Safety Policy

Duty of Care Policy

Reporting and Incidents Policy

## 13. Review and Approval

Policy Last Reviewed: 2025

Approved by: Principal

Next Scheduled Review: Before June 2026