



Te Pākihi o Maru

Together growing hearts and minds

FIRST AID & MEDICATION PROCEDURE

Outcome

To ensure the safe administration of first aid or medication for tamariki at Te Pākihi o Maru.

Procedures

First Aid

- Any significant (not necessary for a band aid) injury that requires staff attention will be recorded in the first aid incident book in the sick bay.
- In case of emergency an ambulance is called first, then whānau.
- All head injuries are reported immediately by phoning the child's caregiver.
- One designated first aider to have comprehensive training. Other staff have basic first aid training.
- Kaiako who attend school camp will have a current first aid certificate.
- First aid kits are to have contents checked each term by designated first aider.

Medication

The administration of medicine is the responsibility of the student's parent, caregiver or doctor.

- a. A staff member will only administer medicine when that staff member has been consulted by a parent or caregiver and has accepted responsibility. In this case:
 - i. the parent must sign an administration of medication consent form
 - ii. the student's parent, caregiver or doctor will be contacted immediately in an emergency
 - iii. Medicines will be kept in the office with a photocopy of the name of student and dosage included in the container. Medication to be administered at the office, not in class.