

0201 Filkern House
278 Helen Joseph Street, Pretoria, 0002.
Tel: 087 711 1235 Cell: 061 729 7343
website: www.eduquestcollege.co.za
webmail: info@eduquestcollege.co.za
gmail: eduquestcollege@gmail.com
Company Reg No: 2021/103077/07
EMIS Reg No: 700401343

FIRST AID POLICY

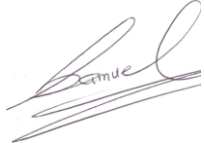
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Record of Policy Review:

Date Policy was Issued	Date of Next Review	Reason for Review
09 January 2024	08 January 2026 or as the need arise.	to ensure that the policy document remains up to date
Signature		

Purpose

To ensure the school community understands our school's approach to first aid for students.

Scope

First aid is proven to promote safer and healthier environments, regardless of the workplace or environment in which people find themselves. As with any other workplace around the world, schools in South Africa are also required to provide first aiders, adequate medical facilities, equipment, and emergency procedures.

Policy

When staff and students in the school are equipped with the necessary first aid training, they can enhance the overall safety of schools. First aid in schools is an important component of overall health, well-being, and safety management because students can experience accidents while they attend classes.

These accidents can lead to small injuries, or they could result in serious wounds, fractures, or breaks. However, the injured student or staff member can receive initial treatment or assistance until medical services arrive.

Emergency care education requires trained staff and students who can use the necessary skills that they learn to act promptly and effectively in emergencies.

Every school in South Africa should have a first aid policy in place to provide guidelines and specifications relating to emergency care in the specific school.

EDUQUEST COLLEGE first aid policy is developed around some of the following:

- That the school will implement the necessary measures to ensure that the personal and physical wellbeing of students, staff, and visitors is protected as far as reasonably practicable.
- The school should implement a program where staff, students, and learner volunteers can receive basic first aid training.
- The school can subject every learner, staff member, and visitor to the basic requirement that they participate in creating and maintaining a safe environment.
- Whenever there are any functions, events, or activities held by the school appropriate emergency care facilities will be available appropriate to the event, or activity that takes place.

- If low-level illness or injuries occur on the premises of the school the appropriate first-tier first aid will be provided.

The first-aid policy of EDUQUEST COLLEGE must be according to:

- General Safety Regulation 3 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). Regulation 3(2), 3(3) and 3(4) provide guidelines regarding the number of first-aid boxes that should be available
- Occupational Health and Safety Act, Act 85 of 1993 and the General Safety Regulations and Hazardous Biological Agents Regulations
- The Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA)
- The School's HIV and Aids policies
- The overall Code of Conduct of the school

At EDUQUEST COLLEGE, responsible personnel include:

- The Principal
- The Safety Officer
- First Aider

The principal

As the head of the school, the principal is considered the employer in the school framework. This means that they are responsible for the health and safety of staff, learners, and any visitors to the school premises.

The responsibilities that the Principal has includes:

- Ensuring that a risk assessment is carried out on the school and all related activities
- That the necessary legal appointments are done
- That training and resources for first aid is current and appropriate
- Arrangements for full coverage for claims from actions of staff within their employment scope

Safety Officer

The safety officer must implement the first aid policy and develop detailed procedures according to the activities and their associated risk ratings. The safety officer must ensure that the policy is drafted, implemented, and that information on the arrangement of the school surrounding first aid is available to students and parents.

First Aid Officer

A first aid officer must be appointed at the start of every school year, and it must be considered a voluntary post. The person who is appointed must be a first aid certified individual and will be responsible for:

- The maintenance on first aid equipment such as restocking the first aid kit
- Ensure that emergency services are called during an emergency
- Provide immediate assistance to staff, visitors, and pupils who sustain common injuries or illnesses
- Appointing a first-aid team from the learner body and ensuring that they are provided with the appropriate first aid training
- Organise the first-aid team when there are events, functions, and activities

The Importance of First Aid at EDUQUEST COLLEGE

The provision of first aiders, first aid kits, and information involved with first aid is proven to provide the following benefits in schools:

- First aid in schools increases awareness and improves a sense of safety, allowing staff and pupils to have a fundamental understanding of hazards and risks, and how to deal with them.
- It allows for the prompt response and quick treatment when it is a minor injury that can easily be treated.
- First aid in schools prevents the situation from worsening. First aid is a temporary and immediate treatment that prevents the individual from injuring themselves further or getting more ill.
- It helps to preserve life because first aiders can handle emergencies calmly and efficiently.
- It helps staff, parents, visitors, and students feel more secure in knowing that there are trained first aiders who can treat injuries and illnesses.

Some basic emergencies, illnesses, and injuries that first aiders will deal with in schools include:

- Bleeding from cuts
- Burns
- Heatstroke
- Unconsciousness or fainting
- Head injuries
- Bone injuries

- Soft tissue injuries
- Joint and muscle injuries
- Chocking
- Chest pains
- Asthma
- Allergic reactions
- Epilepsy and diabetes incidents, and others.

Appointment of a First Aider

A first aider must be appointed for every 100 learners, with the safety officer and the first aid officer ensuring that there are enough first aiders appointed in the school accordingly.

The first aider is responsible for maintaining the first aid kits, ensuring that emergency services are summoned during an emergency, incident, or injury, and providing first aid to common injuries or illnesses.

The school's first aider will also be responsible for appointing a first aid team that consists of other qualified first aiders. The team must be readily available when there are functions, activities, or events where risks can lead to injuries or illnesses.

Medicines, Injury Reporting, Procedures with Serious Illness/Injuries

From time to time, learners may become ill during the school day with headaches, nausea, and other common medical conditions. Over-the-counter medicines and non-prescribed medicines are not allowed to be administered to students unless written permission is given by a parent or guardian.

If students have a medical condition, parents or guardians must inform the school in writing about the condition and any medication that the student needs to take. The information shall be provided to all educators at the school that interact with the student. In addition, this information must be kept by the student in their person.

When incidents occur on the premises of the school, staff members must complete the incident report, and this must subsequently be signed by the Principal. EDUQUEST COLLEGE shall ensure that records of all incidents, emergencies, and incidents are kept on record and that it is available when requested by an inspector.

If a serious emergency or illness occurs, the learner must be taken to the office of the school if the injury allows it, and the parent or guardian must be

contacted immediately. If there is a life-threatening situation, an ambulance must be called, and the learner transported to a medical facility.

First Aiders for Children

Where first aid treatment is concerned in the case of young children, first aiders must receive special training such as a paediatric first aid certificate. Such a certificate must be available on the premises where children are present. When there are school outings or events away from the school grounds, a designated and trained person with the relevant certification must be present.

This paediatric emergency care training is a prerequisite for all staff who teach and care for students.

Mental First Aid

The provision of mental health first aid in schools is not a legal requirement. However, such training can be beneficial for staff as it will allow them to spot the symptoms associated with mental health issues, offer initial help, and guide learners towards the professional help that they need.

Staff with such training should not be considered therapists and it does not provide staff with the necessary qualification to become a therapist.

Qualifications and Training

Before any staff member or learner is appointed as a first aider, they must attend the appropriate training and be issued with a certificate.

First Aid Kits

[First Aid Kits](#) are a requirement in schools and there should be the appropriate number of first aid kits proportional to the number of students in the school and per classroom.

The first aid box must contain the necessary components, including:

- Wound cleaner / antiseptic (100ml)
- Swabs
- Cotton wool (100g)
- Sterile gauze (minimum 10)
- A pair of forceps for splinters
- A pair of scissors (min 100mm)

- A set of safety pins
- 4 triangular bandages
- 4 roller bandages (75mm x 5m)
- 4 roller bandages (100mm x 5m)
- A roll of elastic adhesive (25mm x 3m)
- Non-allergenic adhesive strip (25mm x 3m)
- Adhesive dressing strips (min 10 of assorted sizes)
- 4 First aid dressings (75mm x 100mm)
- 4 First aid dressings (150mm x 200mm)
- 2 Straight splints
- 2 Pairs large and 2 medium pairs of disposable latex gloves
- 2 mouthpieces for CPR
- A reasonable amount of absorbent material for packing wounds
- Disinfectant so that the area can be cleaned if bodily fluids spill from the wound
- 2 large and 2 medium pairs of disposable household-grade gloves
- A suitable bag that is designated for the disposal of biohazard materials

Wherever these first aid boxes are placed the necessary first aid signage must be installed. A first aid box cannot be kept in a locked cupboard or locker without prior knowledge of its placement. Information regarding where the first aid box is kept must be readily available to first aiders at the school.

The school must ensure that first-aid kits are available at events, functions, and activities according to the number of persons who attend. In addition, when there are sporting events, emergency services should be readily available to help when needed.

First aid kits must be accessible readily during the school day and the location may not be obscured by objects. The first aid kit may not contain any over-the-counter medications or topical scheduled medications.

The first aid kit must contain a register that indicates the items that it contains, the expiry date of any items, and inspection dates on the kit. There must also be a leaflet that can provide some general advice on first aid.

Communication

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website www.eduquestcollege.co.za
- Included in induction processes for relevant staff
- Made available in hard copy from school administration upon request