

KAMUZU ACADEMY



FIRST AID POLICY

Date updated: 28th February 2024

FIRST AID POLICY AND PROCEDURE

RATIONALE

Kamuzu Academy is committed to providing a safe and healthy environment for all students and staff. The Academy will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining injury or sudden illness.

AIMS

The purpose of this policy includes:

- Facilitating necessary first aid care to students suffering from an injury or a mere sudden illness.
- The policy includes first aid required within or outside the Academy to student(s) who is/are under the care of a teacher or any other staff of Kamuzu Academy

DEFINITION

First Aid is the immediate, initial attention to a person suffering an injury or illness, aiming at the prevention of worsening of the victim's conditions and promoting his/her recovery.

RESPONSIBILITY

Responsibility and oversight for first aid kits provision at Kamuzu Academy is held by the Deputy Headmaster (P), but facilitated by the Clinical Officer.

OBJECTIVES

- Provide some staff with adequate first aid training to a competent and acceptable level to administer first aid to students in need of such care
- Provide adequate equipment for administering first aid to students in need of such services
- Provide adequate initial physical and emotional care to all students affected by the accident or illness
- Provide stabilisation of a person's condition who is affected by an accident or illness
- Provide comfort to the affected person

PROTOCOLS AND PROCEDURES

REQUIREMENT

Management demands that the following departments or missions should not operate without each having a functional first aid kit and must have at least one available first aider among their staff:

- PE Department
- Science Department
- CDT Department
- Girls' Hostels
- Boys' Hostels
- Any other high-risk location
- All school trips

However, please note that when on site and able to respond quickly, all first aid and, of course, the subsequent treatment should be administered by the clinic.

When away from the Academy all staff are instructed that if there is any doubt as to the severity or extent of any injury, or when you know that the extent is severe, the first response must be to call for the help of the nearest hospital or medical institution as you work on administering first aid.

The teacher/staff responsible for students at the time of the need for first aid services will:

- Make a quick decision whether to take the student to the clinic immediately or do first aid before (s)he is taken to the clinic.
- When first aid is necessary, the nearest first aider should attend to the situation
- Then the student will be taken to the clinic for a more comprehensive treatment
- If first aid service is unnecessary, then the student will be taken to the clinic immediately