

## Basic First Aid Policy – Host Families

According to the Health and Safety at Work Act, everyone is expected to take reasonable care for their own safety as well as the safety of others.

### Emergency Procedure in the event of an accident, illness or injury

- Administer emergency help and first aid to injured person(s).
- Call an ambulance or a doctor. Alternatively, take the injured person to a doctor or to a hospital.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (much easier if they are fit to be moved) by removing people from the scene.
- When the above action has been taken the incident must be reported to the Director - Mrs. Pam Keracher, as soon as possible.
- Complete an 'Accident/Incident/Illness Report Form and send a copy to Mrs. Pam Keracher.

### In the event of minor injury

- Administer first aid as necessary.
- Complete an 'Accident/Incident/Illness Report Form and send a copy to Mrs. Pam Keracher.
- Updated Report Form is sent to Hosts each year during updating information, (August)
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### Procedure in the event of a contact with blood or other bodily fluids (the following precautions should be followed to avoid risk of infection)

- Cover any cuts and grazes with a waterproof dressing.
- Wear suitable disposable gloves when dealing with blood or other bodily fluids.
- Use suitable eye protection and disposable aprons where splashing may occur.
- Wash hands after every procedure.

### Storage of medication

- Medicines are always securely stored in accordance with individual product instructions.
- All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.
- Medicines will be properly labelled, showing the name of the individual, the date of prescription and the date of expiry of the medicine.

N.B. Host Families are not allowed to administer medicines to students without authorisation from the school or the student's parents.