



FIRST AID POLICY



Rationale:

- All children have the right to feel safe and well, and know that they will be attended to with due care when in need of First Aid.

Aims:

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of First Aid.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid certificate and ensure their training is productive/ is being used.

Implementation:

- A sufficient number of staff (including at least 1 office staff member) need to be trained to a Level 2 First Aid certificate, and with up-to-date CPR qualifications.
- A First Aid room [Sick Bay] will be available for use at all times. A comprehensive supply of basic First Aid materials will be stored in this room.
- First Aid kits will also be available in each block of the school, as well as the staff room and administration offices.
- First Aid will form part of the daily [yard] duty roster.
- All injuries or illnesses that occur during class time will be referred to the office staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will firstly be addressed by staff on Yard Duty. If the injury needs more attention than the 'kit' in the duty bag, the students will be sent/escorted to the teacher on First Aid duty in the Sick Bay.
- A record of First Aid treatment will be kept in Sick Bay and information recorded for all students treated in Sick Bay. A slip will be sent home with the student' indicating time and date of attendance, treatment given and person administering first aid. For more serious injuries and ALL injuries to the head, involve a call to parents/ emergency contact. The need for further treatment may be discussed.
- All staff will be provided with basic First Aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff [including some latex free].
- Minor injuries will be treated by staff members on duty. More serious injuries - including those requiring parents to be notified or suspected treatment by a doctor - require a Level 2 First Aid trained staff member to provide First Aid.
- Any children with injuries involving an open wound must have the wound covered at all times.
- No medication [including 'over the counter' products] will be administered to children without the prior written permission of parents or guardians. Families are provided with a Medication Authority pro-forma for this purpose. *See Medication Policy.*

- Any student, who is administered treatment by a doctor/hospital or by an ambulance officer as a result of an injury at school, will be reported on DEECD Accident/Injury form LE375, and entered onto CASES.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child 'out' via the register maintained in the school office.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- All school camps will have at least one Level 2 First Aid trained staff member at all times.
- A comprehensive First Aid kit will accompany all excursions and camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where a child requires treatment. Copies of the signed medical forms must be taken on camps and excursions.
- All children, especially those with a documented Asthma Management Plan, will have access to supervised treatment with Ventolin via a spacer at all times. *See Asthma Management Plan.*
- A member of staff will be appointed as the First Aid Co-ordinator. This role will include the responsibility for the purchase and maintenance of First Aid supplies, First Aid kits, ice packs and the general upkeep of the First Aid room [Sick Bay].
- At the commencement of each year, requests for updated medical information will be sent home. This includes Asthma Management Plans, Anaphylaxis Management plans, and high priority medical forms [eg. Diabetes plans]. Requests for updated information will be sent to families of all students who have a 'Medical Condition' listed on CASES.
- General organisation matters relating to First Aid will be communicated to staff at the beginning of each year by the First Aid Co-ordinator. Revisions of recommended procedures for administering Epipen and Asthma medication will be given at the recommended 6 month update intervals.
- All staff will be trained in how to recognize and respond to an anaphylactic reaction and how to administer an epipen.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....	
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July 2016