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 needed 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 with appropriate first aid training.

Implementation:

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- First aid kits will be supplied to each teacher for the classroom and yard duty and updated regularly.
- Supervision of the first aid room during recess and lunch break will form part of the daily duty roster.
- Minor injuries will be cared for by staff using the classroom first aid bags.
- All other injuries or illnesses that occur outside recess breaks will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on duty in the first aid room.
- A recording form located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid. All attendances should be recorded.
- 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.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written or verbal permission of parents or guardians.
- If verbal or written permission is granted at school and on camps any medication administered needs to be recorded.
- Parents of all children who receive first aid for more serious injuries/illnesses (including head, face, neck or back) must be contacted by staff so that professional treatment may be organised.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on DoE CASES 21 Incident Notifyicate form and entered onto CASES system.
- Parents of ill children will be contacted to take the child home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a 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 first aid trained Level 1 staff member at all times.
• All school excursions will have at least one first aid trained Level 1 staff member accompany the group.
• A comprehensive first aid kit will accompany all excursions and camps.
• All children attending camps or excursions will have provided a signed medical form with medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where the child requires treatment. Copies of the signed medical forms to be taken on camps and excursions.
• All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
• A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs, up to date asthma medication and the general upkeep of the first aid room.
• At the commencement of each year, requests for updated first aid information will be sent home including requests for any medical plans requiring school implementation, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
• General organisational matters relating to first aid specific health needs and medical plans will be communicated to staff at the beginning of each year or as the need arises.
• Staff kept up to date with anaphylaxis, defibrillation and diabetes training and other recognised medical concerns within the school community.

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 November 2007