



First Aid Policy

Rationale:

We want our students to be safe and well, and to know that they will be properly cared for when they require first aid. This means that the School will administer first aid to children in a competent and timely manner, communicate their health problems to Parents and Carers, provide first aid supplies and facilities, and maintain a sufficient number of staff members with appropriate first aid training.

Implementation:

Staff Training

- 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.
- All staff will be provided with basic first aid management skills, including blood spills. A supply of protective disposable gloves will be available for use by staff.
- A sufficient number of staff (including at least 1 administration staff member) will be trained to a Level 2 First Aid certificate, and with up-to-date CPR qualifications.
- As per DET regulation, staff will be kept up to date with anaphylaxis, defibrillation, asthma and diabetes training and other recognised medical concerns relevant to a school community as per DET requirements. (Please refer to the Anaphylaxis Policy)

First Aid Facilities

- A first aid room will be available for use at all times, and will store a comprehensive supply of basic first aid materials.
- A member of the Office 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.
- A recording form located in the first aid room will be kept for all injuries or illnesses experienced by children that require first aid. All attendances will be recorded.

First Aid Procedures

- Supervision of the First Aid room during recess and lunch break will form part of the daily duty roster, usually by a school-employed administration staff member. Minor injuries may be cared for by staff on yard duty.
- All other injuries or illnesses that occur outside recess breaks will be referred to the administration staff who will manage the incident.
- Any children with injuries involving blood must have the wound covered.
- No medication, including headache tablets, will be administered to children without the express written or verbal permission of parents or guardians. Administered medication will be recorded in the First Aid log book.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times. Asthma Action plans are located in the First Aid room and a copy in the students classroom.

- 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.
- Parents / Carers of all children who receive first aid for more serious injuries (including head, face, neck or back) must be contacted by staff so that professional treatment may be organised.
- 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.
- 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 office 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 the appropriate Incident Notification Form via the DET administration system.
- 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.
- The Assistant Principal will request regular parent meetings for students with Anaphylaxis to review procedures and update plans.

Excursions and Camps

- All school camps will have at least one Level 1 first aid trained staff member at all times.
- All school excursions will have at least on Level 1 first aid trained staff member accompany the group.
- A comprehensive first aid kit will accompany all excursion and camps.
- All children attending camps or excursions will have provided a signed medical form with medical details and 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.
- When written permission has been granted at school and on camps, any medication that has been administered must be recorded, and parents / carers notified.

Reference

This policy is supported by the following documents:

- Anaphylaxis Management Policy

Evaluation:

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

This policy was ratified by School Council in October 2015