

# 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 the DEECD guidelines recommended number of staff members trained with a level 2 First Aid Certificate, CPR accreditation, asthma and anaphylaxis training.

### Implementation:

- 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, asthma and anaphylaxis training.
- A First Aid room will be available for use at all times. A comprehensive supply of basic First Aid materials will be stored in a locked cupboard in the First Aid room.
- First Aid kits will also be available in each wing of the school, as well as the staff room and administration offices.
- A supply of medication for teachers will be available in a locked drawer in the First Aid room.
- Supervision of the First Aid room will be carried out by Office staff. Any children in the First Aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time 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 office staff who supervise the First Aid room.
- A confidential up-to-date register (kept under lock and key) located in the First Aid room will be kept of all injuries or illnesses experienced by children that require First Aid.
- 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.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor – will be treated in the First Aid room.
- 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 permission of parents or guardians.
- Parents of all children who receive First Aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the First Aid. For more serious injuries/illnesses, the parents/guardians will be contacted by the office or teaching staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back will be reported to parents/guardian.
- 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 have an injury report entered onto CASES21.

- Parents or emergency contacts 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 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 1 Level 2 First Aid trained staff member at all times.
- A comprehensive First Aid kit will accompany all camps and excursions, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- A member of the office staff is responsible for the purchase and maintenance of First Aid supplies, First Aid kits, ice packs 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 via the newsletter including requests for any asthma management plans, 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 will be communicated to teachers by the office staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time. Staff will receive updated training in Asthma and Anaphylaxis Management on an annual basis.
- It is recommended that all students have personal accident insurance and ambulance cover.

**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 2014**