

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 or when feeling unwell. School staff are, however, not health professionals nor are they expected to take on this professional role.

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.

Implementation:

- A sufficient number of staff 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 a locked cupboard in the first aid room.
- Basic first aid kits will be carried by staff whilst on yard duty.
- Supervision of the sick bay will form part of the daily ES role. Any children in the sick bay will be monitored by a staff member.
- 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 be referred to the staff member on duty in the sick bay.
- An up-to-date log book located in the sick bay 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 - require a level 2 first aid trained staff member to provide first aid.
- 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.
- For serious injuries/illnesses, or conditions which require full supervision, the parents/guardians must be contacted by the First Aid or office staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian. Parents will be notified of injuries/illnesses which are deemed more than minor but not requiring professional treatment.
- 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 DEECD Accident/Injury website.
- **Students who have ongoing medical conditions.**

Parents are expected to liaise with the classroom teacher, First Aid attendant, a member of the office staff and Outside School Hours coordinator in the response to the medical condition and to keep these staff updated. Students are expected to take increasing responsibility for their medical treatment. Where the child cannot do this and the response requires medical intervention then the parent is responsible – eg. blood tests etc..

When the classroom teacher is absent the CRT will be informed of any children who have ongoing medical conditions and told to refer them to the First Aid room if a medical response is required. A photo of such children with the necessary medical details will be displayed in the First Aid room.

Where there are dietary restrictions a photo of the child and details will be displayed in the Canteen. The Canteen Manager will inform volunteers. Similarly with OSHCP.

Children who require regular medication – Refer to First Aid process [V:\Student\Health & Welfare\Processes\First Aid Process.doc](#).

- 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 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 excursions and camps, 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, are expected to carry their own Ventolin or equivalent. Ventolin and a spacer are available from the sick bay at all times.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice paks 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 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 staff at the beginning of each year.

Evaluation:

This policy will be reviewed to reflect new regulations and best practice.