

Policy Document

First Aid_v1.1

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.

Objectives

- 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 required number of staff (including at least one administration staff member) to be trained to hold a Level 2 First Aid Certificate, and with up-to-date CPR qualifications will be in line with the first aid risk assessment requirements.
- 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 cupboard in the first aid room.
- First aid kits will also be available in each building of the school.
- All injuries or illnesses that occur during class time will be either dealt with by the classroom teacher or 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.
- An Illness/Injury Parent Notification Book is located in the first aid room and will have a record of all injuries or illness experienced by children that require first aid or a phone call to the parent/guardian.
- When deemed necessary by First Aid qualified staff, parents of ill/injured children will be contacted to take children home.
- Parents who collect their children from school for any reason during school hours must sign the child out of the school in a register maintained in the school office.
- All staff will be provided with basic first aid management skills.
- Staff members on duty will treat only minor injuries. 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.
- When dealing with blood injuries or other secretions, staff are to wear disposable gloves.
- Any children with injuries involving blood must have the wound covered at all times.
- If a child suffers an injury above the shoulders a parent/guardian or emergency contact will be telephoned by a staff member.
- No medication of any description will be administered to children unless parents have completed a *Medication Authority Form*.
- 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.

Policy Document

- All school camps will have at least one Level 2 First Aid trained school/camp staff member at all times.
- A comprehensive first aid kit will be taken any time a group of students leaves the school.
- 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 the child requires treatment. Copies of signed medical forms will be taken to camps and on excursions, as well as kept at school.
- All children will have access to Ventolin and a spacer at all times.
- If a child has a serious medical condition a parent/guardian may be requested to attend camps and excursions.
- Parents of students with asthma or anaphylaxis are expected to provide a management plan to the school.
- A member of staff is to be 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 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.
- Appropriate Professional Development training will be provided according to the medical needs of the school.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- 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 four-year review cycle.

Ratification

Ratified by School Council: 23-July-2014

School Council President: Glen Noble

Principal: Anne McPhee