



# FIRST AID

## POLICY



### **Rationale:**

All children have the right to feel safe and well, and know that they will be attended 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.
- For trained First Aid staff or Administration staff to communicate children's health problems to parents (or their emergency contact, if parents are not able to be contacted) 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 (including at least 1 Administration staff member) to be trained to a Level 2 First Aid certificate, and with up-to-date CPR qualifications.
- All staff to have annual training in CPR, Asthma management and Anaphylaxis management.
- Accurate records will be kept of all First Aid 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.
- 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 level 2 First Aid trained 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.
- An up-to-date register located in the First Aid room will be kept of all injuries or illnesses experienced by children that require First Aid.

- The room will contain a bin for the exclusive use of medical waste and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only (such as scratches) 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 or broken skin must have the wound covered at all times.
- All parent requests for the designated staff to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instruction from the medical practitioner or pharmacist's including the name of the student, dosage and time to be administered(original medications bottle or container should provide this information).
- 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 must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardians.
- 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 the treating First Aid teacher considers the injury to be greater than "minor" will be reported on Department of Education & Training Accident/Injury form LE375, and entered onto CASES21.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60).
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency or the end of the school day) must sign the child out of the school in a register maintained at the school office.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.
- A comprehensive First Aid kit will accompany all camps, along with a mobile phone.
- Parents will be reminded to keep their mobile phones turned on when children are away on school camp.
- All children attending camps or excursions will have provided a signed medical form providing medical details and granting 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 attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teacher's permission to administer the medications.
- All students with asthma, allergies or other serious medical conditions will have their photo displayed in the school First Aid room, in classroom roll folders and in the staffroom.
- All children with asthma or diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypo kits or epipens etc., needed to implement their plan at school.
- Children with asthma are required to provide their own spacer. School spacers are to be used in an emergency and must be disposed of. Children's asthma medication and spacers are to be clearly labelled and kept in the staffroom. The staff member responsible for First Aid is to ensure the use-by date of all medication bi-annually and record this on the register in the staff room.
- 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 updated Asthma, Diabetes and Anaphylaxis 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. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.
- It is recommended that all students have personal accident insurance and ambulance cover. This will be communicated to parents through the school newsletter at the beginning of each school year and once during the year.

### **Evaluation:**

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