

FIRST AID POLICY



Rationale:

"First Aid is action taken to prevent loss of life and prevent further injury." (DEECD)

All children shall 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 a sufficient number of staff members trained with a level 2 first aid certificate.

Implementation:

1 Procedures

- 1.1 School personnel shall immediately contact emergency medical services in emergency situations. School staff do not have to wait for parents/carers approval to take emergency action. Delays could compromise safety. Parents/carers or the emergency contact person shall be notified and informed of the action taken.
- 1.2 Serious injuries, such as head injuries, should be treated by a Level 2 first aid trained staff member. If a Level 2 trained staff member is not available, other staff should take appropriate action. (See **First Aid Action Sheet** for assessment and action steps.)
- 1.3 Injuries or illnesses that occur during recess or lunch breaks shall be referred to the teacher on first aid duty in the Staffroom.
- 1.4 Minor injuries will be treated by staff members on yard duty or first aid duty.
- 1.5 Injuries or illnesses that occur during class time shall be managed if appropriate in the learning area by the teacher, and if not, they will be sent to the to the administration staff who shall manage the student.
- 1.6 No medication shall be administered to children without the express written permission of parents or carers unless a situation is life threatening and medication is urgently needed (Refer to **Medication Distribution Policy**).
- 1.7 Children, especially those with a documented asthma management plan, shall have access to Ventolin and a spacer at all times (Refer to Asthma Management Policy).
- 1.8 Parents of children who are ill at school shall be requested to take the child/children home.
- 1.9 In the event that a student requires emergency medical treatment, the student's parent/guardian is responsible for the cost of medical treatment including the cost of transport to a medical facility or to their home.

2 Camps and excursions

- 2.1 All school camps shall have at least one Level 2 first aid trained staff member at all times.
- 2.2 A comprehensive first aid kit shall accompany all camps and excursions along with a mobile phone.
- 2.3 Students with medical conditions shall be managed according to their individual management plans.
- 2.4 Parents/guardians of children attending camps, or excursions shall be required to provide a confidential medical form alerting the school to any medical condition or allergies of the student, and authorising the school to consent to emergency medical treatment for the student.

3 Communication

- 3.1 At the commencement of each year, the school shall inform parents/carers of the First Aid policies and practices and request student medical information, including medical management plans.
- 3.2 Parents of all children who receive first aid shall receive a brief written report indicating the nature of the injury, any treatment given, and the name of the staff member who provided the first aid.
- 3.3 Parents / guardians will not be notified when students receive first aid for minor issues e.g. a bandaid.
- 3.4 In the case of serious injuries/illnesses, parents/carers shall be contacted by the administration staff so that professional treatment may be organised.
- 3.5 Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- 3.6 Serious injuries shall be reported on DEECD Accident/Injury form LE375, and entered onto CASES.
- 3.7 Parents who collect ill children from school (apart from in emergency cases) must sign the child out of the school in a register maintained in the school office.
- 3.8 Copies of the consent forms shall be taken on camps and excursions, and a copy retained at school.

4 Staff Training

- 4.1 A reasonable number of staff (including at least 1 administration staff member) shall be trained to a Level 2 First Aid Certificate.
- 4.2 A register of staff trained in first aid will be maintained.
- 4.3 A schedule of staff on first aid duty will be circulated.
- 4.4 General organisational matters relating to first aid shall be communicated to staff annually, including recommended procedures for administering asthma medication and anaphylactic epipens.

5 Facilities and Equipment

- 5.1 A first aid room shall be available for use at all times, for short-term care only.

- 5.2 A comprehensive supply of basic first aid materials shall be stored in a cupboard in the first aid room.
- 5.3 A register located in the first aid room shall record all student injuries or illnesses that require first aid, and all entries shall be initialled by the staff member administering first aid.
- 5.4 Any student in the first aid room shall be monitored by a staff member. Supervision of the first aid room shall form part of the daily first aid yard duty roster.
- 5.5 A supply of protective disposable gloves shall be available for use by staff.
- 5.6 Yard duty teachers shall be issued with supplies to deal with minor injuries.
- 5.7 The designated First Aid Officer shall 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.

Refer also to:

- Care of Unwell Students Policy
- Asthma Management Policy
- Anaphylaxis Management Policy
- Medication Distribution Policy
- Critical Incidents Policy
- Camp Policy
- First Aid Action Steps

Evaluation:

This policy shall be reviewed as part of the school's review cycle.

This policy was last ratified by School Council on: