



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 a sufficient number of staff members trained in first aid.

Implementation:

- All staff to be trained to at least Level 2 first aid certificate.
- All staff to have CPR qualifications, up dated annually.
- A comprehensive supply of basic first aid materials will be stored in the general office area.
- First aid kits will also be available for excursions and a permanent one kept in each bus.
- A confidential up-to-date register located in the office 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.
- Parents of all children who receive first aid will be informed about the nature of the injury, any treatment given, and the name of the teacher providing the first aid, via the Communication Book. 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/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 be reported on DE&T Accident/Injury form LE375, and entered onto CASES.

- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) notify the school office.
- All teachers have the authority to call an ambulance immediately in an emergency. Dial 000 from any phone within the school. 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.
- The first aid officer 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 and epilepsy 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. 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 three-year review cycle.

Signed	
School Council President	Date
Bob Bextream	
Principal	Date
Leah Willis	

This policy was last ratified by School Council on.... **15/08/2016**