



## FIRST AID POLICY

### Purpose

To ensure that 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.

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, an anaphylaxis certificate, and / or an asthma certificate.

### Implementation:

1. 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.
2. A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
3. First aid bags will also be carried by teachers on yard duty.
4. Any children in the first aid room will be monitored regularly by a staff member according to need.
5. All injuries or illnesses that occur during class time will be 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 initially. Further medical assistance may need to take place in the first aid room.
6. A confidential 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.
7. 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.
8. Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents/guardians to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
9. Any children with injuries involving blood must have the wound covered at all times.
10. Medication brought to school by children (including headache tablets) may only be administered to children with the written permission of parents/guardians. (refer to medication procedure)
11. Parents/guardians 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.
12. Any student 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

School Council President:

School Principal:

Date:

than “minor” will be reported on DE&T Accident/Injury form LE375, and entered onto CASES. The Regional Emergency Management Unit will be notified as soon as possible by office staff.

13. Parents/guardians of ill children will be contacted to take the children home.
14. Parents/guardians who collect children from school for any reason (other than emergency) must sign the child out of the school at the school office.
15. All teachers have the authority to call an ambulance immediately in an emergency (at parent/guardian cost). If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
16. All school camps /excursions will have at least 1 Level 2 first aid trained staff member at all times.
17. A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone.
18. 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.
19. All children, especially those with a documented asthma management plan, or life-threatening allergies eg Anaphylaxis, will have access to the necessary medication at all times.
20. It is the parent/guardian’s responsibility to ensure medication such as EpiPens or Ventolin is current and not passed the use by date.
21. Emergency Plans for Severe Allergy/Medical Disorders will be on display in the staffroom.
22. 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.
23. 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/guardians of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
24. It is the parent/guardian’s responsibility to notify the school in writing of changes in the procedures of administration of medications and to keep contact details current.
25. 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 and /or EpiPens will also be given when appropriate.
26. A qualified staff member will brief all staff every 6 months on Anaphylaxis, the policies and procedures for the school and highlight any students and their life threatening allergies.