



# First Aid

## Policy

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This policy was last ratified by School Council on 27/7/15

### 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.
- 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 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. The number of trained staff will be in line with the requirements set out in the First Aid Risk Assessment document.
- A sick bay/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. The contents will be purchased according to the First Aid Kits Contents Checklist document.
- First aid kits will be maintained by the school First Aid Officer.
- Any children in the sick bay/first aid room will be supervised by a staff member.
- Injuries or illnesses that occur during class time can be referred to the level 2 first aid trained staff who will manage the incident.
- Injuries or illnesses occurring during recess or lunch breaks, that require first aid, will be referred to the first aid room.
- Minor injuries only (such as scratches) will be treated by staff members on duty.
- 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.
- First aid staff will be provided with infection control training, including the management of blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Any children with injuries involving blood or broken skin must have the wound covered.
- Medication will be administered to children only with the express written permission of parents or guardians using the appropriate Medication Authority form as per the Medication policy.
- For serious injuries/illnesses, the parents/guardians will be contacted by the First Aid staff so that professional treatment may be organised.
- Injuries sustained to a child's head, face, neck or back will be reported to parents/guardian by phone.
- 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 serious will be reported on Department of Education 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) and on EduSafe and reference should be made by staff to the school's Critical Incident Plan.

- Parents who collect children from First Aid will sign the child out of the school in the Early Departure register maintained in 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.
- All school camps will have at least one Level 2 first aid trained staff member at all times.
- Camp and/or excursion coordinator will ensure a comprehensive first aid kit will accompany all camps and excursions, along with staff mobile phones.
- When students are involved in a local excursion, the classroom teacher is responsible for ensuring that any individualised medication is taken from the first aid room (e.g. Epipen container or asthma medication).
- All children attending camps or excursions will have provided a signed medical form providing medical details and granting teacher's permission to contact a doctor or ambulance should instances arise where their child requires treatment. The signed medical forms to be taken on camps and excursions.
- 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.
- A copy of all camp medical forms from children attending each camp will be kept at school, whilst the camp is being undertaken.
- All children with asthma, 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, hypokits or epipens, etc needed to implement their plan at 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.
- Each year requests for updated first aid information will be sent home to parents of children with asthma, diabetes, high priority medical needs and anaphylaxis management plans.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year and as required. 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.

### **Evaluation:**

This policy will be reviewed as part of MEPS two –year review cycle in August 2015, 2017