



First Aid

Policy

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This policy was last noted by School Council on 5/8/2019

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:

Staffing and Training

- 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.
- 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.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permits, attending staff should confer with others before deciding on an appropriate course of action.
- 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.

First Aid Kits and Room

- 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.
- 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.
- First aid kits will be maintained by the school First Aid Officer.
- 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.

Care Of Students

- 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.
- Any children with injuries involving *blood* or broken skin must have the wound covered.
- *Minor injuries* only (such as scratches) will be treated by staff members on duty.
- For *serious injuries/illnesses*, the parent/guardian 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 parent/guardian by phone.

First Aid Management

- Parents who collect children from First Aid will sign the child out of the school in the Sentral Kiosk maintained in the school office.
- 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.

- 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 online and CASES21. Reference should be made by staff to the school's Critical Incident Plan.
- All children with asthma, diabetes or anaphylaxis, are required to present the school with a management plan prepared by their treating practitioner, and to provide the school with the asthma medications, hypokits or epipens, etc needed to implement their plan at school.
- 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.
- It is recommended that all students have personal accident insurance and ambulance cover.

School Camps & Excursions

- 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.
- All children attending camps or excursions will have provided a signed medical form providing medical details and granting teacher's permission to administer medication and contact a doctor or ambulance should instances arise where their child requires treatment. The signed medical forms to be taken on camps and excursions.
- A copy of all camp medical forms from children attending each camp will be kept at school, whilst the camp is being undertaken.
- 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)

Evaluation:

This policy will be reviewed as part of MEPS two –year review cycle in July, 2021

School Council President: Kymberly Davidson

Signature:

Date: