



First Aid Policy

Purpose:

- 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.

Aim:

- 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 min of 2 staff members to be trained to level 2 First Aid.
- All staff to have annual training in CPR and asthma management and epi pen administration.
- Accurate records will be kept of First Aid training.
- First Aid supplies will have a designated shelf in the staff room.
- One portable First aid kits will also be available for external activities including emergency asthma medication.
- Kits will be checked by the First Aid Officer annually.
- An additional Asthma kit will be available for emergencies in the staffroom.
- All students with Asthma, allergies or other serious medical condition will have their photo displayed in the staff room. Parent permission must be obtained prior to displaying the photos.
- Minor injuries only (such as scratches) will be treated by staff members not on yard 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 or broken skin must have the wound covered at all times.
- To treat an injury with an ice pack, the pack must be covered with the bags provide. No ice should be applied directly to the skin.
- When an injury causes a nose bleed, an icepack should not be used but rather a cold compress.
- All blood spills are to be cleaned using the designated blood spills kit including gloves and apron. All staff are to follow the blood spills procedure clearly displayed in the First Aid area of the staff room.
- No medication (including headache tablets) will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form. This record is stored above the first aid supplies in the staff room.
- Parents 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. These forms are kept next to the phone
- 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 the treating first aid teacher considers the injury to be greater than "minor" 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 Incident Management policy.
- If a child becomes ill during school time parents will be contacted. Children can be placed in the library if there is a staff member available for monitoring their condition until such time as a parent or emergency contact person can be located.
- Parents who collect children from school for any reason (other than emergency or the end of the school day) must sign the child out of the school in a register maintained in the table outside the 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 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical details and granting 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 attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teachers permission to administer the medications.
- All children with asthma or 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, epipens etc needed to implement their plan at school.
- Children with asthma must have their own spacer. School spacers are only to be used in an emergency and must be disposed of or given to the family once used. Children's asthma medication and spacers are to be in clearly labelled containers and stored on a designated shelf in the Staff room. The First Aid Officer is to check the use by date of all medication bi annually and record this on the First Aid Register.

Evaluation: This policy will be reviewed as part of the schools three year cycle review.
This statement was ratified by school council on 12/12/2013