

Ratified: 30th May 2017

## **Rationale:**

Everyone has the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

## **Aim:**

- To administer first aid to children/adults 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 in a variety of settings.
- To maintain a sufficient number of staff members trained with a Level 2 first aid certificate and CPR qualifications.
- To document assistance given to a student including, injury and treatment given.

## **Implementation:**

### **Facilities and Equipment**

- A 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.
- First aid kits will also be available in each classroom to treat minor injuries and for use by yard duty teachers.
- A comprehensive, first aid kit will accompany all excursions and camps, along with a mobile phone.
- A nominated 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.
- A supply of protective disposable gloves will be available for use by staff.

### **Training**

- All staff will be given the opportunity to train in Level 2 First Aid certificate with CPR and to undertake refresher courses.
- A sufficient number of staff to be trained to a Level 2 first aid certificate, and with up-to-date CPR qualifications.

### **Information sharing**

- First aid trained staff will have their photo displayed in 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 management plans and high priority medical forms.
- 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.
- All children with a pre-existing serious health conditions, will have their photo and action plan displayed in the first aid room and be identified by all staff. Staff will be briefed on these conditions at the first staff meeting.
- Casual Relief Teachers should be briefed on any serious allergies or medical conditions pertaining to classes which they will be responsible for throughout the day by office staff when signing in of a morning.

## **Action**

Staff supervising students will attend to first aid needs as they occur. They will call in the First Aid Officer and other staff if necessary.

- More serious injuries, including those requiring parents to be notified or suspected treatment by a doctor, require a trained member to provide first aid.
- Any person 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. Ventolin is the only exception to this. Medication will be stored in a secured location in the School Office. Medication must be labelled with the child's name and dosage.
- Parents of all children who receive first aid for more serious injuries will receive a completed form indicating the nature of the injury, any treatment given, and the name of the person providing the first aid.
- For major injuries/illnesses, the parents/guardians must be contacted so that professional treatment may be organised.
- Any injuries to a child's head, face, neck or back must be reported to parents.
- Any child 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/staff member considers the injury to be greater than 'minor' will be reported on the DEECD Accident/Injury form and entered onto the CASES computer system.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- All teachers have the authority to call the ambulance immediately in an emergency. 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 a designated first aid staff member.
- All children attending camps 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.
- All children who have asthma will have access to Ventolin and a spacer whilst on camp or excursions.

## **Evaluation:**

This policy will be reviewed as part of the school's three year review cycle.