



FIRST AID POLICY

September 2017

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.
- 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 locked cupboard in the first aid room.
- First aid kits will be maintained by the school.
- Any children sent to the sick bay/first aid room will be assisted by a staff member.
- All injuries or illnesses that occur during class time will be referred to the office where a level 2 first aid trained staff member or school nurse will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the school nurse on duty or teacher on duty in the first aid room.
- 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.
- Minor injuries only (such as scratches) will be treated by staff members on duty, while more serious injuries will be sent to the first aid room for further treatment.
- Any children with injuries involving blood or broken skin must have the wound covered.
- No medication will be administered to children without the express written permission of parents or guardians in line with the medications policy.
- 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/nurse 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/guardian unless deemed extremely minor by the school nurse.
- 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 using the Cases21 Incident Notification Form.

- 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.
- Parents or, if unavailable, a nominated carer will be contacted to take an ill child home.
- 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 at the office.
- All staff members 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.
- At least one member of staff responsible for each group of students on school camp will hold Level 2 first aid training qualifications.
- 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 will 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 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 equipment and medication needed to implement their plan at school.
- The school nurse or a member of staff is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.
- First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will be undertaken as stipulated in relevant Department of Education policy.
- It is recommended that all students have personal accident insurance and ambulance cover.

REVIEW: 2020

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