



# First Aid Policy

## **Rationale:**

- All children have the right to feel safe and well, and know that they will be attended to 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.
- To employ a fully qualified first aid officer to oversee the operation of the sick bay facility.

## **Implementation:**

- A fully trained first aid officer will be employed to manage the operation of the first aid room
- A sufficient number of staff (including at least one administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- 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 locked cupboard in the first aid room.
- First aid kits will also be available in each wing of the school, as well as the staff room and administration offices.
- A supply of medication for teachers will be available in a locked drawer in the staff room.
- All injuries or illnesses that occur at school time will be referred to the first aid officer who will manage the incident.
- A confidential up-to-date register (kept under lock and key) located in the first aid room will be kept of all injuries or illnesses experienced by children that required first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries – including those requiring parents to be notified or suspected treatment by a doctor – require the attention of the first aid officer.
- Any children 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 or verbal permission of parents or guardians.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury and any treatment given. For more serious injuries/illnesses, the parents/guardians will be contacted so that professional treatment may be organised. Any injuries to a child's head, face, neck or back will be reported to parents/guardians.
- 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 a teacher considers the injury to be greater than 'minor' will be reported on DET Accident/Injury form LE375, and entered onto CASES21.
- Parents of ill children will be contacted to collect them from school.
- 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 an 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 at least one 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 detail and giving 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.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- The first aid officer 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.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma 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. Revisions of recommended procedures for administering asthma medication will also be given at that time. (see Asthma Policy May 2015)
- Anaphylaxis training will be provided on an annual basis for all staff members. (see Anaphylaxis Policy May 2015)

**Evaluation:**

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



This Policy was last ratified by School Council

**May 2015**