First Aid

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 students when in need in a competent and timely manner
- To communicate a student’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 an Apply Accredited first aid certificate.

Actions
- A sufficient number of staff (including at least 1 administration staff member) to be trained to an Apply Accredited first aid certificate [including Anaphylaxis training] and with up-to-date CPR qualifications.
- A first aid room and a comprehensive supply of basic first aid materials will be available for use at all times in both Brooke St. and Clarke St.
- 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 over the counter pain relief medication for teachers will be available in a locked drawer in the Principal’s office.
- Students in the first aid room will be monitored by a staff member.
- Injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. Injuries or illnesses that occur during recess or lunch breaks will be monitored by the yard duty teacher.
- An up-to-date register will be kept of all injuries or illnesses experienced by children that require 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.
First Aid

- 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 - Apply Accredited first aid trained staff member to provide first aid.

- Any students with injuries involving blood must have the wound covered at all times and treatment will be managed with protective disposable gloves.

- No medication, provided from home, including headache tablets, will be administered to students without the written permission of parents or guardians including the completion of the name of the medication, date to be given, time and the dosage to be administered.

- No medication will be administered as part of first aid.

- Parents/guardians of all students who receive first aid will receive a notice indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff or teachers so that professional treatment may be organised. Any injuries to a child’s head, face, neck or back must be reported to parents/guardian by phone or written notice.

- 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 a Departmental Accident/Injury form and entered onto CASES21.Edusafe.

- Parents/guardians of ill students will be contacted to take the children home.

- Parents/guardians who collect students from school because of illness or an injury must inform the administration staff and sign the Student Early Pick Up Register.

- 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 Apply Accredited first aid trained staff member at all times.

- A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone.
All students 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, as well as kept at school.

All students, especially those with a documented asthma action management plan, will have access to asthma medication and a spacer at all times, which will be kept in the first aid rooms.

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.

At the start of each year, requests for updated first aid information will be sent home including requests for any asthma management plans, high priority medical forms.

At the start of each year, reminders will be provided that parents who do not have ambulance subscriptions will be required to pay in the event their child requires ambulance transport from school or a school excursion or camp.

Throughout the year, reminders will be given to parents of the policies and practices used by the school to manage first aid, illnesses and medications.

General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering medications and Epipens will also be given at that time.

Supporting Documents:
Asthma Policy
Anaphylaxis Policy