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*Westgarth Primary School is a community of students, staff, friends and family working together to create a diverse, engaging and respectful learning environment.*

## **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 2 administration staff members) to be trained to an Apply Accredited first aid level 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. sites/campuses.
- 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 or nurse if available.
- 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. Safe medical waste disposal procedures will be followed.
- 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/school nurse.

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- Any students with injuries involving blood must have the wound covered at all times and treatment will be managed with protective disposable gloves.
- Medication will not be administered to students, including headache tablets, without the written permission of Parents / Guardians / Carers. Parents / Guardians / Carers will be required to complete a short term medication form including the name of the medication, date and times to be given and the dosage to be administered.
- An up-to-date register will be kept of all injuries or illnesses experienced by children that require first aid.
- Parents / Guardians / Carers 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 nurse or other staff member providing the first aid.
- For more serious injuries/illnesses, the Parents / Guardians / Carers must be contacted by the administration staff, nurse 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 / Guardians / Carers by phone or written notice.
- Any student who is collected from school by Parents / Guardians / Carers 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 staff member considers the injury to be greater than "minor" will be reported on a Departmental Accident/Injury form and entered onto CASES21-Student Injury Data.
- Parents / Guardians / Carers of ill students will be contacted to take the children home.
- Parents / Guardians / Carers 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 and other staff members 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 Apply Accredited first aid trained staff member at all times.
- A comprehensive first aid kit including Ventolin inhaler, spacer and auto immune injector will accompany all camps and excursions, along with a mobile phone.

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- All students attending camps or excursions will have provided a signed “Confidential Medical Information for Approved Excursions 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. Full documentation will be taken to camp and a copy kept at school during camp.
- A confidential Medical Action Plan will be developed in conjunction with Parents / Carers for students requiring short term or long term support for a medical condition/injury.
- All students, especially those with a documented asthma action management plan, will have access to asthma medication and an individual spacer at all times, which will be kept in the first aid rooms/ or classrooms
- The school nurse 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, Anaphylaxis Action Plans, high priority medical forms.
- At the start of each year, reminders in the newsletter will be provided indicating 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 auto immune injectors will also be given at that time.

Supporting Documents:

Asthma Policy

Anaphylaxis Policy

Medical Plans

Short Term Medication Permission Form

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