

FIRST AID POLICY

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 2 Administration staff members) to be trained to a Level 2 First Aid certification, and with up-to-date CPR qualifications every 12 months.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in an easily accessible cupboard in the first aid room.
- First aid kits will be maintained by the school.
- Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to the **Level 2** first aid trained administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on yard duty who will then refer children, if necessary, to the first aid room for treatment.
- 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 including those requiring parents to be notified or suspected treatment by a doctor - require a Level 2 first aid trained staff member to provide suitable first aid.
- Any children with injuries involving blood or broken skin must have the wound/abrasion covered at all times.
- No medication (including headache tablets) will be administered to children without the express **written permission** of parents or guardians using the appropriate Medications Administration form.
- 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 staff member 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 must 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 or where the treating first aid teacher considers the injury to be greater than “minor” will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES21.
- 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 and reference should be made by staff to the school’s Incident Management policy.
- Parents of ill children will be contacted to take the children 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 in a register maintained in the school 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.
- All school **camp**s will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps and excursions.
- 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. The signed medical forms are taken on camps and excursions. The data is kept at school on a spreadsheet.
- 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 teacher’s permission to administer the medications.
- All children with asthma, diabetes, anaphylaxis or are at risk of allergic reactions are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, Hypokits or Epipens antihistamines etc. needed to implement their plan at school. These plans are required to be updated annually. Any student participating in the Stephanie Alexander Kitchen Garden must provide these plans prior to commencing the program.
- Admin staff member 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 and high priority medical forms.
- Parents will have access to the first aid 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. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken as necessary.
- It is recommended that all students have personal accident insurance and ambulance cover.

Communication:

This policy will be communicated to our school community in the following way:

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Made available in hard copy from the school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	29/06/2021
Approved by	Principal and the Leadership Team
Next scheduled review date	29/06/2024



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9587 0877.