



# 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. To ensure the school community understands our school's approach to first aid for students.

## **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.
- First Aid for anaphylaxis and asthma provided in our anaphylaxis and asthma policies

## **Implementation:**

### **Staffing**

- 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.
- Our school's trained first Aid officers are listed in our Emergency Management Plan (EMP) and on the OH&S boards in the staff lounge and general office.
- 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.
- All school camps will have at least 1 Level 2 first aid trained staff member at all times.
- At the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- The first Aid officer ensures that staff have up-to-date first aid and CPR training.
- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- A register of staff trained in First Aid is updated annually in the school's online Emergency Management Plan (EMP) as a part of the annual online EMP update.

### **First Aid Kits**

- 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 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, as well as kept at school.

- Judy Tasker, Business manager is responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits. Judy is also responsible for the purchase and maintenance of first aid supplies, ice packs and the general upkeep of the first aid room.
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#### Treatment of students

- Any children in the first aid room will be monitored by a staff member
- Parents of ill children will be contacted to take the children home. Children who are unwell, should stay at home and NOT attend school.
- All injuries or illnesses that occur during class time will be referred to the 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 duty.
- A confidential up-to-date register (kept under lock and key) located in the general office will be kept of all injuries or illnesses experienced by children that require 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 - require a level 2 first aid trained staff member to provide first aid.
- 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.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- 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 permission of parents or 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 entered onto CASES.
- 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 children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any 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.
- Management Plans for students with anaphylaxis, asthma and diabetes will be displayed in the staffroom.
- It is recommended that all students have personal accident insurance and ambulance cover.
- If a major incident occurs, counselling assistance will be offered.

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy

### **Appendix 1: CASES 21 Incident Notification Form**

#### **Evaluation:**

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

Policy last reviewed	2 <sup>nd</sup> November 2023
Approved by	Principal, Kelly Webster
Next scheduled review date	August 2025