

FIRST AID

POLICY

Rationale:

- All children have the right to 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.

Implementation:

- The required number of staff members to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications will reflect the ratio as prescribed by departmental guidelines
- A minimum of four 1stAid kits will be kept on the school grounds
- 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 cupboard in the first aid room.
- Supervision of the first aid room will form part of the daily yard duty roster. 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 administration staff who will manage the incident, all injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff on duty in the first aid room.
- 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.
- 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 a level 2 first aid trained staff member to provide first aid.
- 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 permission of parents or guardians.
- Parents must give medication to the office where they will be required to fill in a 'notification of medication' form.
- Any medication administered, during school hours, will be recorded in the 'student medication' folder located in the First Aid room.
- Parents of all children who have a serious injuries /illnesses, must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- Any student who is collected from school by a parent or guardian 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 a serious injury to the head, face, neck or back, or where a teacher considers the injury to be

greater than “minor” will be reported on DE&T Accident/Injury form LE375, and entered onto CASES.

- Parents of ill children will be contacted to take the children home.
- 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 staff 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 1 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 provide a signed medical form including medical details 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 children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- 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.
- Parents are responsible for ensuring that their child’s medication/ asthma/ anaphylactic management plans is up to date.
- At the commencement of each year, requests for new/ updated first aid information will be sent home including requests for any asthma/ anaphylactic management plans and high priority medical forms.
- The policies and practices used by the school to manage first aid, illnesses and medications will be available to the school community via the school’s web site.
- A notice to inform parents of the school’s procedure regarding the giving/ taking of student medication at school will be circulated through the school’s parent paper periodically.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year by the staff responsible for the 1st Aid budget. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

Evaluation:

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

Ratified by School Council 3rd August 2011

