First Aid
POLICY

Rationale
All students 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 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 a Level 2 First Aid Certificate.

Implementation
- A sufficient number of staff (including at least one Office staff member) to be trained to a Level 2 First Aid Certificate and with up-to-date CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- First aid kits will also be available in each wing of the school.
- Supervision of the first aid room will form part of the daily yard duty roster. Staff present in the staff room will also assist in the supervision of the first aid room. Any students in the first aid room will be actively supervised by a staff member.
- All injuries or illnesses that occur during class time will be referred to an Office staff member who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty or staff present in the staff room.
- A confidential, up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by students 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 students 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.
- For more serious injuries/illnesses, the parents of the student must be contacted by either an Office staff member or other staff member so that professional treatment may be organised.
- Any injuries to a student’s head or neck must be reported to the parents. A note will be sent home to parents detailing the incident if phone contact is not possible.
• Any student who is administered treatment by a doctor, hospital or ambulance officer as a result of a serious injury, should be reported on the Department of Education and Early Childhood Accident/Injury Form LE375 and entered onto CASES.

• Parents of ill students will be contacted to take their child home.

• Parents who collect their child from school for any reason (other than an emergency) must sign the child out of the school in a register maintained at the Office.

• 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 one Level 2 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 which specifies medical details and gives teachers permission to contact a doctor or ambulance should instances arise where a student requires treatment. Copies of the signed medical forms are to be taken on camps and excursions, as well as kept at school.

• All students, 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.

• 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.

• General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.

• It is recommended that all students have personal accident insurance and ambulance cover.

References

• Victorian Government Schools Reference Guide

Evaluation

This policy will be reviewed every three (3) years or as deemed necessary.