



First Aid

POLICY

Rationale

Cardinia Primary School is committed to the health and wellbeing of our students. 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.

Scope

This policy applies to the administration of first aid to all students. First aid for anaphylaxis and asthma are provided for in our school's:

- Anaphylaxis Management Policy; and
- Asthma Policy.

Implementation

- A sufficient number of staff (including at least one office staff member) will be trained to a Level 2 First Aid Certificate, including up-to-date CPR qualifications.
- The school will allocate one or more staff members as First Aid Officers as part of the school's Occupational Health and Safety (OHS) process.
- All staff have an obligation to be familiar with the school's first aid procedures and observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- All injuries to students must be attended to, no matter how apparently minor.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials consistent with the Department of Education and Training's (DET) First Aid Policy and Procedures will be stored in the first aid room.
- A very basic first aid kit will be available in each classroom, while basic first aid supplies will also be available in each yard duty folder.
- One or more members of staff will be nominated each year and they will 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.
- Supervision of the first aid room will form part of the daily yard duty roster. Any student/s in the first aid room will be actively supervised by a staff member at all times.

- All injuries or illnesses to students 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 staff member on first aid duty or the school office.
- A confidential, up-to-date register will be located in the first aid room and will be used to record all injuries or illnesses experienced by students that require first aid.
- A comprehensive list of students with a medical condition will be maintained in the first aid room. This will include any Action Plans or supporting documentation.
- Only minor injuries 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 injury to a student's head, face, neck or back must be reported to a parent/carer. All efforts will be made to contact a parent by phone and a note will be sent home to parents detailing the incident.
- 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.
- If first aid is administered for a serious injury or condition, or in an emergency situation, the parents/carers of the student will be contacted as soon as reasonably practical by a staff member.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Any incident where a student is administered treatment by a doctor, hospital or ambulance officer should be recorded on CASES21, while any first aid administered in a medical emergency should be reported to DET's Security Services Unit on (03) 9859 6266.
- Any students with injuries involving blood must have the wound covered at all times.
- A supply of protective disposable gloves will be available at all times for use by staff, including in the classroom and in the yard duty folders.
- In treating a blood spill, open wound or any other body fluid (i.e. vomit) the staff member providing first aid will follow the procedures described in the school's 'Safe Work Procedure – Cleaning and Handling of Blood and Body Fluids'.
- No medication, including headache tablets, will be administered to students without the express written permission of a parent/carer.
- 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 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 groups that leave school on excursions and camps, 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.

- At the commencement of each year, requests for updated first aid information will be sent home including requests for any Asthma Action Plans 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 medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

References

- School Policy Advisory Guide
<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx>
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>
<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidrooms.aspx>

Evaluation

This policy will be reviewed every two (2) years or as deemed necessary.

Ratified

As this is an operational policy it is not required to be ratified by School Council.