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.

Purpose:
- 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.
- To provide adequate training and resources to effectively deliver first aid in the event of sudden illness or injury.

Implementation:
- A sufficient number of staff (including at least 1 SSO staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A list of current First Aid trained staff will be posted in the office, staff room and first aid room.
- 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.
- Staff will be issued with a portable kit (bum bag) containing band aids, gauze and gloves. This kit will be used in the classrooms and out in the yard for minor injuries.
- Any injuries/illness that cannot be managed with this kit will be referred to the administration staff/first aid trained staff member who will manage the incident.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident.
- Any injuries that require first aid must be registered in First Aid register kept in the first aid room. This must include the nature of the injury, any treatment given and the name of the person that provided first aid.
- Students should be issued with a copy to notify parents/guardians of attendance to the first aid room and treatment given; a duplicate should be kept for school records.
- Parents/guardians/emergency contacts will be contacted when injuries are of a serious nature and require supervision or medical assistance, such as head injuries.
- 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.
- 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 where a teacher considers the injury to be greater than “minor” this must be entered into CASES21 by administration staff. The relevant form must be filled out by the first aid staff member that assisted.
- 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. If parents are not able to be contacted, and emergency contacts are not available, first aid staff will confer with Principal (or senior staff members) as to the most appropriate action to be taken.
- Parents/guardians have a responsibility to ensure that the school office has current contact numbers and notify them of any changes.
- Students with asthma, anaphylaxis, and diabetes must have up to date management plans issued to the office and reviewed annually by their doctor. A copy of these plans will be kept in the first aid room.
- 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.
Date: September 2011

- 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 & excursions, 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.
- 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.

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