

FIRST AID

POLICY

Rationale:

First aid is defined as emergency treatment and support provided to students who suffer injury or illness while at school or on an approved school activity. All children have the right to 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/guardians when necessary.
- To provide appropriately trained staff, facilities and supplies to cater for the effective administration of first aid.

Implementation:

- In the case of serious injury or illness, neither the principal nor staff members are required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures, within the limits of their skill, expertise and training. Diagnosis and treatment are the responsibility of the ambulance paramedic or medical practitioner in attendance.
- The principal must ensure that where necessary, relevant school staff receive additional training modules to meet the health needs of students, such as for asthma management, administration of an EpiPen®, staff involved with excursions and specific educational programs or activities. Please refer to the school's Asthma Policy and Anaphylaxis and Severe Allergies Policy for specific information in regards to the provision of first aid for these students.
- A First Aid Room will be available with a comprehensive supply of basic first aid materials. Comprehensive and portable First Aid Kits will be available in the First Aid Room for camps and excursions. 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. 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.
- All blood spills should be treated as if the blood is potentially infectious. All blood spills should be managed by:
 - Avoiding direct contact with blood
 - Wearing gloves
 - Covering any cuts and abrasions.

The equipment for managing blood spills includes; single use gloves, paper towels, single use plastic bags, and warm water and detergent

- No medication, including headache tablets will be administered to children without the express permission of parents/guardians. Please refer to the school's Medication Management Policy for further details.
- Parents of children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid. For more serious injuries/illnesses, the parents/guardians will be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back will be reported to parents/guardians.
- 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. Supervision of the First Aid Room will form part of the daily yard duty roster. Children in the First Aid Room will be supervised by a staff member. All injuries or illnesses that occur during class time will be referred to the administration staff. Incidents, injuries or illnesses that occur during playtimes, will be referred to the staff member on duty in the First Aid Room. Only minor injuries will be treated by staff members on yard 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.
- School personal will immediately contact emergency medical services in emergency situations. School staff do not wait for parents'/guardians' approval to take emergency action. Delays could compromise safety.

Parents/guardians or the emergency contact person will be notified and informed of the action taken. Upon the principal's discretion, a school staff member may accompany a student transported by emergency services, when a parent/guardian/emergency contact person is unable to do so.

- In some cases, school staff providing first aid will assess that while emergency medical services are not required, medical advice is required (for example, where there is a blow to the head, but no signs of concussion). In these situations, the school will ask the student's parent/guardian/emergency contact person to collect the student suggesting that the advice of a medical practitioner should be sought.
- All school camps will have at least one Level 2 First Aid trained staff member in attendance at all times. A comprehensive First Aid Kit will be taken on all camps together with a mobile phone. All children attending camps or excursions will have supplied a signed medical form providing medical details and giving staff permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on camps and excursions, as well as kept at school. Please refer to the Camps and Excursions policy for detailed information.
- 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 reported on DET Accident/Injury form and entered onto CASES.
- At the commencement of each year, requests for updated first aid information will be sent home. These include 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.
- During an emergency, after contacting '000', the school will notify the DET's Emergency and Security Management Unit of the incident on 03 9589 6266 (available 24hrs a day).

Evaluation:

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

This policy was last ratified by School Council in....

October 2017