

# FIRST AID

## POLICY



### Rationale:

- All children and staff 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 children when in need in a competent and timely manner.
- To notify parents of children's incidences, when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a number of staff members trained with a level 2 first aid certificate, Epipen, Asthma and CRP (every 12months).

### Implementation:

- A number of staff to be trained to a level 2 first aid certificate, Epipen, Asthma, and with up-to-date CPR qualifications every 12 months.
- 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, as well as the staff room and administration offices.
- A supply of medication for teachers will be available in a secure area in the staff room.
- 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 sent to the administration staff who will supervise and contact parents if needed, all injuries or illnesses that occur during recess or lunch breaks, will be referred to a first aid teacher on duty in the staffroom.
- Any confidential up-to-date register will be located in the administrative office.
- All injuries or illnesses experienced by children that require first aid will be documented in a first aid records book.
- 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. Bum Bags with basic first aid requirements will be given to all staff to be used while they are on yard duty.
- Minor injuries only 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.
- 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 written permission of parents or guardians.
- Ambulance:- if injuries are on an emergency nature, 000 will be contacted to have an Ambulance Officer in attendance at the scene.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more

serious injuries/illnesses, the administration staff must contact the parents/guardians 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/staff 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 DoE 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 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 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 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.
- 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.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma 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 or when the need arises. 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.
- PD days will be organized when required to keep staff up-to-date with the required level of first aid needed; for example; first aid, CPR, Epipen, Asthma qualifications.

### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.
- A photo register will be updated each year and handed to staff.

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

**2011**