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.

Aims:
• To administer first aid to children when in need in a competent and timely manner.
• 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:

Reporting Procedures and Documentation

• An up-to-date and confidential log book located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.

• 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.
  a) Forms will be available in each area of the school.
  b) For Prep children, contact will be made, either in person or by phone, for all injuries treated.

• For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff 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 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 DE&T Accident/Injury form LE375, and entered onto CASES by the administration officer.

• Parents of ill children will be contacted to take the children home.

• Parents who collect sick or injured 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 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.

• 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. Information concerning children with special needs, will be collated by the First Aid person and distribute to staff.

• General organisational matters relating to first aid will be communicated to staff at the beginning of each year.

• Any revisions of recommended procedures will communicated to staff as they arise.
Supervision of Sick Bay

• A member of staff, whose name will be displayed in the First Aid Room, 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. Also to report any considered hazard to the Occupational Health and Safety Representative and the Principal.
• 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. A list of supplies will be posted on the First Aid cupboard door.
• A supply of medication for teachers will be available in a locked cupboard.
• A supply of protective disposable gloves, band aids and cleansing wipes will be provided, and regularly replenished, for each member of staff.

Management of Injuries

• If a child is requiring treatment in the First Aid room during lunch or recess, the Yard Duty teacher will bring them to the Staff Room and allocate them to a teacher (preferably their classroom teacher).
• All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident.
• Minor injuries only will be treated by non-trained staff members. For more serious injuries, a level 2 first aid trained staff member will provide first aid, parents will be notified, and the ambulance service will be called if deemed necessary.
• 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.
• All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher should confer with others before deciding on an appropriate course of action.
• A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
• All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times. (Refer to separate Asthma policy)
• All children with an Anaphylaxis plan should have access to an Epipen at all times. (Refer to separate Anaphylaxis policy.)
• If the classroom teacher is not the person who delivers the First Aid, ensure they are informed of the intervention administered.

First Aid Training

• 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. A register of trained staff will be kept in the Central Office.
• All staff will be provided with basic first aid management skills, including blood spills.

Evaluation:

• This policy will be reviewed as part of the school’s three year review cycle.
Current Responsibility: Principal and Senior First Aid member
Last Revision: May 2007