Gembrook Primary School

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.

Aims:
- To administer first aid to children as required.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a number of staff members with a level 2 first aid certificate.
- To ensure all staff are trained in CPR, anaphylaxis and asthma management.

Implementation:

Reporting Procedures and Documentation

- An up-to-date and confidential log book, located in the first aid room and in the first aid kits, will be kept of all injuries or illnesses experienced by children that require first aid. The form will be passed on to the classroom teacher who in turn will send it home.
- 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 staff member providing the first aid.
- For more serious injuries/illnesses, the parents/guardians will be contacted by the administration staff. Any injuries to a child’s head, face, neck or back must be reported to parents/guardian.
- Any student 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, and where a teacher considers the injury to be greater than “minor” will be reported to DE&T Security Management, and entered onto CASES21 by the administration officer.
- Parents of ill children will be contacted.
- 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 be required to provide a signed medical indemnity form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms will 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 distributed to staff. Copies of Medical Management plans will be taken on school excursions and camps.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each term.
- Any revisions of recommended procedures will be communicated to staff as they arise.

Ratified in 2015.
Organisation of Sick Bay

- A member of the administration 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. Hazards will be reported to the Occupational Health and Safety Representative.
- 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 cupboard in the first aid room. A list of supplies will be posted on the First Aid cupboard door.
- A supply of protective disposable gloves, bandaids and swipers will be provided and regularly replenished in each learning centre and in both yard duty packs.
- A bin for contaminated waste will be available in the first aid room.
- A bin for sharps disposal will be available in the first aid room.

Management of Injuries

- If a child is requiring treatment in the First Aid room during lunch or recess, the Yard Duty teacher will send them to the Staff Room with an ouch card. They will then be allocated to their classroom teacher or a qualified first aider who will supervise their management in the First Aid Room.
- All injuries or illnesses that occur during class time will be referred to the administration staff that are qualified first aiders and who will manage the incident. In the absence of Admin staff the Principal would meet any first aid requirements of students.
- Staff managing injury or illness involving a blood spill must wear protective gloves and sanitise hands after treatment.
- In locations where blood has been spilled the area will be isolated, the spill cleaned and disinfected before being made available for further use.
- 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 with wounds involving blood must have the wound covered at all times.
- Students experiencing blood noses will remain in the First Aid room until the blood flow has stopped.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians on the Medication Authority Form.
- 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 when the paperwork is handed over.

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 School Office.
- All staff will be provided with basic first aid management skills, including blood spills.
- All staff will be trained and updated in CPR, anaphylaxis and asthma management.

Ratified in 2015.
**Evaluation:**

- First Aid is available to students, staff and visitors to the school and is provided by trained and qualified staff in an equipped first aid room or on site as required on excursions or camps.
- All policies will be for 3 year review.

**Reference:** DET First and Infection Control Procedure No. DEE EHU-27-1-3 issued July 2011 and revised June 2014

**References:**
Procedure No. DEE EHU-27-1-3 DEECD
Title: First Aid & Infection Control Procedure
Issue Date: July 2011 review Date July 2013

Ratified in 2015.