



First Aid Policy



Rationale:

All students 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 students when in need in a competent and timely manner.
- To communicate student's injuries or illness to parents when necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of qualified First Aid staff members.

Implementation:

- At the start of each year staff will be provided with basic first aid management information, including dealing with blood spills and body fluids.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year along with recommended procedures for asthma and anaphylaxis management.
- The school will maintain the required number of Level 2 trained staff members according to DEECD regulations.
- 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.
- 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 member of staff will 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.
- The contents of all first aid kits should be cleaned, restocked and checked after use and at least every six months.
- Any children in the first aid room will be supervised by a staff member.
- A log book located in the first aid room will be kept updated of all injuries or illnesses experienced by students that require first aid.
- DEECD accident/Injury Form will be completed and entered onto CASES 21 for:
Any student who is administered treatment by a doctor /hospital or ambulance officer as a result of an injury, or where the injury is determined to be of a significant nature.
- If injuries or illness occur during class time the student will be sent to the office with a note/phone call indicating the nature of the ailment.
- All student injuries or illnesses occurring in the yard will be reported to a yard duty teacher who will determine the action to be taken; if necessary they will refer the child to the first aid room.
- Any students with injuries involving a bleeding wound must have the wound covered at all times.
- For serious injuries/illnesses, the parents/guardians or designated emergency contact must be contacted so that professional treatment may be organised.
- If a child receives a significant injury to the head, face, neck or back the parent is to be contacted via a telephone call in addition to a first aid report being completed.
- Parents of ill students will be contacted to make arrangements to take the children home.

- Parents who collect students from school for any medical reason (other than emergency) must sign the child out of the school.
- Serious injuries or illnesses are to be reported to the Principal.
- All staff 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.
- It is recommended that all families have personal accident insurance and/or ambulance cover.
- No medication will be administered to children without the express written permission of parents or guardians.
- A paramedic will be employed to attend all school camps.
- A comprehensive first aid kit will accompany all excursions and 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.

Parent/Carers responsibilities:

- To inform the school of any medical conditions.
- To return fully completed medical action plans and supporting documents to the school by the required dates.
- To keep all information up to date and relevant.
- To pay the cost of any medical treatment for injured students, including transport costs.

Evaluation:

- * This policy will be reviewed as part of the school's four year review cycle.

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

June 2014

Supporting Documents: Medication Request Form
 First Aid Parent Notification
 Record Of Children's Attendance At Sick Bay
 Footscray West Primary School No 3890 – Injury Reports