



FIRST AID POLICY

1. RATIONAL:

Everyone has the right to feel safe and well, and know that they will be attended with due care when in need of first aid.

2. AIMS:

- 2.1 To provide children and staff with First Aid care administered by qualified personnel.
- 2.2 To maintain sufficient numbers of staff trained with Level 2 Work Place First Aid qualifications.
- 2.3 To maintain a well-equipped First Aid room with appropriate documentation.
- 2.4 To communicate children's health problems to parents when considered necessary.
- 2.5 To provide staff with background knowledge of children's health concerns where necessary.

3. IMPLEMENTATION:

- 3.1 A number of staff, including administration staff, will hold current recognized Level 2 Work Place First Aid qualifications with up-to-date CPR qualifications.
- 3.2 A First Aid coordinator will be appointed to oversee rosters, purchase supplies and communicate annually with the school community regarding first aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis.
- 3.3 First Aid materials and relevant information will be provided for the First Aid room. Portable kits suitable for excursions, camps and yard duty will be supplied and equipped with materials to cover a range of predictable contingencies.
- 3.4 A qualified First Aider will be on First Aid duty during school hours to attend all cases of injury and illness. During class times illness/injury will be treated by qualified administrative staff.
- 3.5 A qualified First Aider will be in attendance at all school camps.
- 3.6 A register of all illnesses, injuries and treatments will be maintained in sickbay.
 - 3.6.1 A note informing parents of treatment will be sent home.
 - 3.6.2 Head injuries will be reported to parents as soon as practicable.
 - 3.6.3 The accident register will be completed for all cases of serious injury occurring within the school and serious injuries will be reported to appropriate authorities.
 - 3.6.4 A register will be kept in sick bay of children on regular medication, asthmatics and those with known allergies.
 - 3.6.5 When a child reports in ill to sick bay, the classroom teacher is to be consulted before the child is sent home.
 - 3.6.6 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 the treating first aid teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES21.
- 3.7 When a child appears to be unwell or is unable to function properly, due to illness or injury, attempts will be made to contact parents or emergency contacts. If no one is available to take the child home, he/she will be rested in the First Aid room. In cases of emergency, when parents or emergency contacts are unavailable, an ambulance will be called at the parent's expense.

4. BUDGET:

The First Aid budget will be prepared annually by the First Aid coordinator.

5. EVALUATION:

This policy will be reviewed annually.

This policy was last ratified by School Council in2016
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