



DERINYA FIRST AID POLICY

1. RATIONALE

1.1

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.

2. OBJECTIVES

2.1

- To administer first aid to children when in need in a competent and timely manner
- To communicate children's health problems to parents when considered necessary.
- 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.

3. IMPLEMENTATION STRATEGIES

3.1

- A sufficient number of staff (including at least 1 administration staff member and one staff member per camp) to be trained to a level 2 first aid certificate, and with up-to-date CPR and Anaphylaxis Management qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid and materials will be stored in a locked cupboard in the first aid room.
- A supply of medication for teachers will be available in a locked drawer in the office.
- Yard duty teachers will carry basic first aid supplies for minor cuts and abrasions. Any children in the first aid room will be supervised by the first aid officer or a qualified staff member.
- All injuries and illnesses that occur during the hours of 10.00am and 3.00pm will be referred to the First Aid Officer. All other times they will be referred to the Administrative staff.
- An up-to-date log book located in the first aid room will be kept of all injuries and illnesses experienced by children that require first aid.
- 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.
- Minor injuries only will be treated by staff members on 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 the express written permission or verbal when necessary by the parents or guardians.
- 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 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 DEECD Accident/Injury form L:E375 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 and excursions will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions, camps, and school sports programs / events, along with a mobile phone.
- All children attending camps or excursions 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.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering ventolin and other allergy medication will also be given at that time.
- A head lice register will be kept at the first aid office and regular head lice checks will be conducted.
- Students who are diabetic or anaphylactic will be required to wear an identification/medical alert wrist band during school hours, including while on camps, excursions and school productions.

4. RESOURCES

4.1

A budget will resource this program.

The first aid officer 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.

5. EVALUATION

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

- 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.

6. RESPONSIBILITY

Policy – First Aid Officer / School Council

Program Development and Implementation – First Aid Officer / Administration / Staff

School Council Approved

Review in 2014