

FIRST AID Policy



CAMBERWELL SOUTH
PRIMARY SCHOOL

1. Rationale

All students, staff and the school community have the right to feel safe and well, knowing that they will be attended to with due care when in need of First Aid. The school has procedures for supporting student health for those identified with health needs. It will provide a basic First Aid response as set out in the implementation of this policy and other related policies to ill or injured students, staff and the school community in unforeseen circumstances and emergency situations.

2. Purpose

- To administer First Aid to students, staff and the school community when in need in a competent and timely manner.
- To communicate students' health problems to parents if the condition dictates.
- To provide supplies and facilities to enable the delivery of First Aid.
- To maintain sufficient numbers of staff trained with a Level 2 First Aid certificate.

3. Implementation

Staffing and Facilities

- A First Aid room will be open for use during school hours. A comprehensive supply of basic first aid and protective materials will be stored in the first aid room.
- The school nurse will be available in the First Aid Room on school days between the hours of 10.25am and 2pm. In the absence of the school nurse, Level 2 First Aid qualified staff will be available to supervise the First Aid room. Any students in the First Aid Room will be supervised by the school nurse or a staff member at all times.
- The school nurse will be responsible for the purchase and maintenance of First Aid supplies, first aid kits and the general up keep of the First Aid room.
- At least 3 staff members will hold a Level 2 First Aid Certificate, with current CPR qualifications. A list will be kept in the First Aid room of staff with Level 2 training and a staff member with level 2 First Aid training will be available to help in an emergency.
- Basic First Aid supplies are available for staff on playground duty.
- First Aid kits will also be available in the first aid room for use on excursion, camps and sporting activities. Contents of the kits will be consistent with the Department's First Aid Policy and Procedures.
- All staff are required to administer minor First Aid when needed. More serious injuries will be referred to the School nurse or available First Aid trained staff.
- All staff will receive instruction in basic First Aid management skills for asthma and anaphylaxis annually.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permits, staff may seek advice before deciding on an appropriate course of action. (Refer to First Aid procedures.)
- An adult must administer First Aid.
- All Casual Relief Teachers (CRTs) are to be made aware of the needs of students with medical alerts.

Medications and Procedures

- No routine medication will be administered to a student without written permission of a parent or guardian (Refer to Student Medication Policy)
- Labelled medication from home will be sent to the First Aid room by the parent or the classroom teacher. This will be securely stored by the nurse/office staff. The parent or classroom teacher will notify the school nurse in charge of dispensing medications. (Refer to Student Medication Policy.
- Medication including headache tablets may be administered to students as a single dose only with verbal permission over the phone from the student's parent/guardian. (Refer to Student Medication Policy).

Student Medical Information

- At the commencement of each year, a request for updated First Aid information will be sent home. This includes requests for asthma and anaphylaxis/ allergy management plans.
- Details and a photo of students with life threatening and/or severe illnesses, allergic reactions and/or conditions will be displayed in the First Aid room and the student's classroom.

- Every student who has a medical condition or illness will have an individual management plan supplied by the parent or guardian attached to their enrolment form with a copy to be updated yearly and kept in the First Aid room. The plan will include:
 - the usual medical treatment required by the student at school or on school activities,
 - the medical treatment and action required if the student's condition deteriorates,
 - the name, address and telephone numbers for an emergency contact and the student's doctor.

Records and Communication

- All accidents, injuries or illnesses that occur during class time will be referred to the school nurse or administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks that are beyond the capacity of the play ground duty teacher, will be referred to the school nurse.
- An up-to-date log book, located in the First Aid room, will be kept of all accidents, injuries or illnesses experienced by students and the school community that require first aid.
- All staff and significant student injuries will be entered into eCases.
- A Work Cover form will be completed for staff within 48 hours of an accident or injury requiring treatment by a doctor.
- For more serious student injuries an attempt should be made to contact the parent or guardian before calling for medical attention except in an emergency situation where urgent attention is required.
- Any obvious injuries to a child's head will be reported to the parent or guardian.
- If a student is returned to class after treatment of an injury or illness the class teacher will be notified and requested to monitor student behaviour/condition.
- Any student who is collected from school/hospital by parent or guardians:
 - as a result of a significant injury,
 - following administration of treatment by a doctor/hospital or ambulance officer as a result of injury,
 - or who has significant injury to head or face,
 will be reported on DET Accident/Injury form LE375 and entered onto CASES21
- Parents or guardians of a child who is ill will be contacted and asked to take the child home
- Parents or guardians who collect the children from school for any reason (other than an emergency) must sign the child out of the school in a regiser maintained by the school office staff.

Off Site First Aid

- All school camps will be attended by at least one Level 2 First Aid trained person.
- A comprehensive First Aid kit will accompany all excursions, off site sporting activities and camp.
- Off site first aid kits will include ventolin and a spacer and if necessary an epipen.
- All children attending excursions must have provided a signed medical form giving teachers permission to contact a doctor or ambulance should instances arise where a child requires treatment.
- All children, staff, and parents attending camps must have provided a signed medical form giving teachers permission to contact a doctor or ambulance should instances arise where a child requires treatment. Copies of the signed medical forms will be taken on camps. A management plan must be taken to camp for all students with asthma and anaphalaxis.
- All children, especially those with documented special needs, will have access to appropriate medication that is provided by the parents (See Asthma and medication policies).

4. Evaluation

- OH&S audit
- Staff feedback
- Nurse feedback

5. Review

A committee of staff will review the First Aid Policy every three years. The review will ensure that the school's programs and procedures adequately reflect Statewide curriculum developments and the changing needs of the Camberwell South community. The review will include feedback and endorsement from the CSPS Education Committee.

Ratified by:	Date	
Education Committee	13/5/15	
Staff	21/5/15	
School Council	27/5/15	Name: Will Collie Signature: <i>Kate Colledge</i>
Next review	T1, 2019	<i>pp</i>