



1. PURPOSE

- 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.
- All staff take the care and wellbeing of students seriously. Unfortunately, accidents and injuries occur and children become ill.
- The school aims to reduce and minimise these incidents. An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent this whenever possible.

2. RESPONSIBILITIES

- Our school will administer first aid to students, when in need, in a competent and timely manner.
- Our school will communicate student's health problems to parents when considered necessary.
- Our school will provide supplies and facilities to cater for the provision of first aid.
- Our school will maintain a sufficient number of staff members trained with an appropriate level of first aid qualification.

3. IMPLEMENTATION

- A sufficient number of staff (including at least 1 administration staff member) to be trained to Provide First Aid (Level 2), and with up-to-date CPR qualifications, anaphylaxis and asthma training.
- 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.
- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to the administration first aid officer who will manage the incident.
- All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty in the first aid room.
- A confidential up-to-date register, located in the first aid room will be kept of all injuries or 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 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 of 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 will be contacted by first aid or administration staff so that professional treatment may be organised. Any injuries to a child’s head, 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 DET Cases21 Incident Notification Form 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 will have at least 1 First Aid (Level 2) trained staff member at all times.
- A comprehensive first aid kit will accompany all 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.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- A member of staff 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.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms. Reminders will be made to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

Other policies and procedures which underpin this policy:

- First Aid Policy & Procedures
- Anaphylaxis Policy & Procedures
- Camping Policy & Procedures
- Incursion and Excursions Policy & Procedures
- Distribution of Medication Policy & Procedures

4. EVALUATION

- This policy will be reviewed every four years and following significant incidents if they occur.

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