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. There are a number of health-related documents included in the Operations Manual that are more specific to particular issues (e.g., Anaphylaxis, Asthma, Injuries to Staff, etc). Staff must become familiar with these documents.

Aims:
- To administer first aid to when in need in a competent and timely manner.
- To communicate student’s health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To ensure all staff members trained with a Level 2 First Aid Certificate.

Implementation:
- A sufficient number of staff (including at least one administration staff member) to be trained to a Level 2 First Aid Certificate, and with up-to-date CPR qualifications.
- All staff will complete First Aide, CPR, Anaphylaxis and Asthma updates and re-training as mandated. The school will organise this.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- First aid kits will be available in various locations.
- The first aid duties will be organized to suit the school’s needs. One staff member will be nominated daily for treatment of minor injuries.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by student that require first aid.
- The First Aid room and First Aid kits will contain appropriate supplies of equipment and 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 student with injuries involving blood must have the wound covered at all times.
- No medication, including headache tablets, will be administered to student without the express written permission of parents or guardians.
- Parents of all students who receive first aid, when considered necessary, 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 organized. Any injuries to a child’s head, face, neck or back must be reported to parents/guardians.
- 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’s emergency notification number (95896266).
- Parents of ill students will be contacted to take the student home.
- Parents who collect student from school for any reason (other than emergency) must sign the child out of the school in a registered maintained in the school office.
- All teachers have 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 one Level 2 first aid trained staff member at all times.
• A comprehensive first aid kit will accompany all camps, along with a mobile phone.
• All students attending camps or excursion 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 students, especially those with the 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, request for updated first aid information will be sent home including request 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.
• General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.

Review Date:
This policy has a four year life and will be reviewed by Moriac Primary School Council in 2019