



FIRST AID

1. PURPOSE

To provide appropriate First Aid care and facilities to children, staff and visitors who become sick or injured during school activities.

2. BROAD GUIDELINES

The administering of First Aid and its organisation shall be carefully arranged and monitored. The ability of the school to have qualified personnel to provide First Aid to those in need is essential. The school will maintain sufficient First Aid equipment and facilities to provide basic emergency treatment wherever necessary.

The maintenance of quality facilities for injured and sick persons while receiving emergency treatments, or awaiting transport will be a priority.

3. IMPLEMENTATION

3.1 A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications. Staff will be encouraged to get First Aid qualifications or upgrade/update their qualifications.

3.2 All staff will be made aware which staff members have current first aid qualifications

3.3 At the beginning of the year and periodically as required, all staff will be provided with basic first aid management skills and procedures to be used including blood spills, and a supply of protective disposable gloves will be available for use by staff.

3.4 Any children with injuries involving blood must have the wound covered at all times. 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. A staff member will be on First Aid duty during all recess times.

3.5 The person responsible for first aid should prepare a register with photographs of students suffering from allergies who are likely to need emergency treatment along with description of their treatment procedure and the location and amount of any required medication. This register will also be circulated to all staff and kept in a prominent place in classrooms.

3.6 It is the parent's responsibility to inform the school about their child/ren's specific requirements & the school will periodically remind parents about this. Parents are also responsible for providing all necessary emergency medications eg Epipen's (see anaphaxis policy) & Ventolin with spacer (if required) for asthmatic's. These are to be given to the office for safekeeping.

3.7 First Aid material will be provided for use in the sick bay, on excursions and camps. A copy of the Children with Allergies register will be taken on all camps and excursions. Epipens (provided by parents) will be included in First Aid kits on camps and excursions.

3.8 An up-to-date confidential register located in the Office will be kept of all injuries or illnesses experienced by children that require first aid. The accident register will be completed after accidents.

3.9 If it is safe to do so, sick or injured children will be transported and accommodated in the sick bay until treated.

3.10 Apart from very minor treatments such as band-aid replacement, general reassurance for anxiety etc, parents will be contacted by phone or first aid slip advising of any first aid treatment at school. Any head injuries or knocks will be reported to parents.

3.11 When dealing with asthmatic students, reference must be made to the child's individual asthma plan. It is the parents' responsibility to provide an up to date asthma plan and the school will periodically remind them of this requirement.

3.12 If medical assistance is required, where possible, it is the responsibility of the child's parent, guardian or parents' nominee to arrange for this to happen.

3.13 Teachers should not drive a student home unless parental approval has been obtained.

3.14 A student who is known to be ill or injured should be required to be picked up by their parent, guardian or parents' nominee.

3.15 If medication is to be given by the school because it is not possible for the parent to fulfil this responsibility, the parents must provide written authority and details. Parents should bring sufficient medication for just one day and hand it to the office. A register of all medication dispensed will be kept in the Office.

3.16 Staff will be familiar with the schools **Emergency Management Plan**.

3.17 Parents/Guardians are to sign the collection book if they are taking their child home early.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle, or after any significant incident

This Policy was ratified by School Council in

August 2015