

BRUNSWICK SOUTH PRIMARY SCHOOL

FIRST AID POLICY

Rationale:

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.

Aims:

- 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.

Implementation:

- All staff will be provided with basic first aid management skills, including the management of blood spills, and a supply of protective disposable gloves will be available for use by staff.
- 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. It is expected that at least two Level 2 first aid trained staff members are available at the school at any one time.
- 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 cupboard in the first aid room.
- 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.
- First Aid kits will also be available in each wing of the school, as well as the staff room and administration offices.
- Any child(ren) in the first aid room will be supervised by a staff member at all times.
- At the commencement of each year, requests for updated medical information will be sent to parents(guardians) including requests for any asthma management plans, include anaphylaxis management plans, and high priority medical forms.
- All medical information for each student is entered on the DEECD CASES database which is accessible by staff. If a child has an existing medical condition, the CASES database will alert the staff member providing first aid treatment when they access the child's file.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. Injuries or illnesses that occur during recess or lunch-breaks, will be referred to the staff member on duty in the first aid room.
- Parents of all children who receive first aid treatment will receive a completed Sick Bay/First Aid Advice slip indicating the nature of the injury or illness, any treatment given, and the name of the staff member providing first aid treatment. A copy of the slip is retained in a confidential First Aid Register which is located in the First Aid Room. 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 will be reported to parents/guardians.
- Minor injuries can be treated by staff members on duty. More serious injuries require a Level 2 first aid trained staff member to provide first aid treatment. These include injuries requiring parents to be notified or suspected of requiring treatment by a doctor - based on the Level 2 first aid trained staff members assessment of the illness or injury.
- 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 children requiring medication are required to complete a Medical Management Plan form and consult the school's Medication Policy.
- 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 recorded on the DEECD CASES Incident

Notification Form and entered onto CASES. A confidential hard copy of the incident notification form is filed in the First Aid room.

- 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 staff members 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 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 children attending camps or excursions will have provided a signed medical form providing medical information and giving teachers permission to contact a doctor or ambulance should instances arise where the child requires treatment. Copies of the signed medical forms are 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. Staff and parents should be aware of the school's policy in relation to the management of asthma outlined in the Asthma Policy.
- 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 and anaphylaxis medication will also be given at that time.
- All staff receive an asthma and anaphylaxis/epipen briefing on an annual basis and have procedures in place if a child experiences asthma or a life threatening allergic reaction at school.
- Staff members who conduct classes in which a student is at risk of anaphylaxis must have up-to-date training in anaphylaxis management. Staff and parents should be aware of the school's policy in relation to the management of anaphylaxis outlined in the Anaphylaxis Policy.
- It is recommended that all students have personal accident insurance and ambulance cover.
- Throughout the year, reminders will be sent to parents(guardians) of the policies and practices used by the school to manage first aid treatment, illnesses and medications.

Evaluation:

This policy was ratified by School Council on the 12th of August 2009 and will be reviewed as part of the school's review cycle and in the event of any incident which may prompt a review of the policy.