

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 with parents when necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain staff competence in basic first aid.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

Implementation

- General organisational matters relating to first aid will be communicated to staff at the beginning of each year, and as the need arises.
- A sufficient number of staff to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- Staff are offered training in management of Anaphylaxis. Training epi and anapens demonstrated to staff twice each year.
- All staff will be provided with basic first aid management skills, including blood spills, and the management of asthma.
- A supply of protective disposable gloves will be available for use by staff.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with the principal/deputy principal before deciding on an appropriate course of action.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be maintained.
- An up-to-date register located in the first aid treatment room will be kept of all injuries or illnesses experienced by children that require first aid.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma and anaphylaxis 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.
- All injuries or illnesses that are identified during class time will be referred to the administration staff or the principal. Injuries or illnesses that occur during recess or lunch breaks, will be attended to by yard duty teachers or referred to the teacher on duty in the staff 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.
- Minor injuries that can be treated by the staff member on yard supervision will not be entered in the injuries register
- 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 should be overseen by a level 2 trained person.
- For any injury, teachers are asked to record details and treatment in the injury record log, in the First Aid area.
- Any student whose injury is considered to be greater than minor will be reported to CCI Insurance, and entered into the CCI accident register. Also note protocols and requirements regarding the reporting of near misses and notification to Worksafe.
- Children may need to use the day bed for temporary rest period. The principal should be notified if the sick bay is to be used.
- A teacher must confer with the principal/ deputy principal before contacting the child's parents.
- Parents of seriously injured children will be contacted to take children home.
- Parents who collect children from school prior to school dismissal time, are asked to sign the child out of the school in a register maintained in the school office.
- Medication will not be administered to children without the express written permission of parents or guardians.
- A comprehensive first aid kit will accompany all camps, excursions and sporting activities. Teachers will ensure that a mobile phone is also available.
- 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.
- It is recommended that all students have personal accident insurance and ambulance cover.
- The school subscribes to accident insurance for all students during school hours, through CCI.
- Students with a documented asthma management plan, will have access to Ventolin and a spacer at all times.

Policy reviewed by School Leadership Team: May 2014 This Policy will be reviewed every three years to take account of any changed technology, legislation, expectations or practices. **This policy was implemented in 2014. Next review date: 2017 Person responsible: Principal**