CRAIGIEBURN PRIMARY SCHOOL

FIRST AID POLICY

Rationale:

All children have the right to feel safe and well, and know that they will be attended 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:

- 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.
- 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.
- First aid kits will also be available in each wing of the school, as well as the staff room and administration offices.
- A supply of medication for teachers will be available in locked in the fire storeroom.
- Supervision of the first aid room will be supervised by Level 2 qualified ES staff. For the sake of consistency of treatment and communication effectiveness, only a small number of qualified and appropriate staff members will be allocated to first aid room duty.
- 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 level 2 first aid trained 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 in the first aid room.
- A confidential up-to-date register (kept under lock and key) 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 infection control training, including the management of blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only (such as scratches) 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 children with injuries involving blood or broken skin 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 using the appropriate Medications Administration form.
- 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 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 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 the treating first aid teacher considers the injury to be greater than “minor” will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES21.
Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and on EduSafe and reference should be made to the school's Incident Management policy.

Parents of ill children will be contacted to take the children home.

Parents who collect children from school for any reason (other than emergency or the end of the school day) 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 permits, a teacher should confer with others before deciding on an appropriate course of action.

All school camps will have at least 1 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 granting 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 attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teachers permission to administer the medications.

All children with asthma or diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypokits or epipens etc needed to implement their plan at school.

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 updated asthma, diabetes 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.

General organisational matters relating to first aid will be communicated to staff at the beginning of each year. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.

Implementation:

Action to be taken in the event of illness in class

- Establish as far as possible whether the child is genuine or not before sending them to the office. Strategies could be why don’t you just rest for a few minutes and see how it goes. You can work in the quiet area up the back for a few minutes to see if you feel better. Observe the child in the classroom.
- If the child still says they feel sick send them to the Office with 2 other children with an orange note of explanation. **If a child says they feel like they’re going to vomit grab a container quickly**.
- First Aid Staff
  - Determine what is wrong with the child. Send the other 2 children back to their room
  - Contact the parents’ emergency contacts if the child is ill and is going home
  - Inform the teacher of what action has been taken if required
  - Regularly check occupants of the sick bay
- If there was an accident the class teacher should complete an accident form or head injury form. If in doubt check with your co-ordinator.
- If you believe the matter is urgent ask a neighbouring teacher to supervise your grade and take the child to the office yourself. If the child should not be moved, ring the office on 9, and seek immediate help from the nearest senior staff member.

Action to be taken in the event of illness in playground

- After checking the child and concluding that they need to go to the Sick Bay children will be sent to the Sick Bay with a Sick Bay Pass and another child.
- If it is more serious call the office and ask for assistance stating the Area and the yard duty teachers name.
- Where it is considered that the parent should be contacted the Sick Bay staff and/or the Office/Principal will do so.
Action to be taken in the event of illness on an Excursion, Camp, or other Out-of-School Activity

If illness or injury occurs:

- where adults present cannot adequately deal with the problem immediately arrange for appropriate medical attention e.g. ambulance, doctor, hospital, etc
- when practical, contact school to inform of action taken.
- School will contact parent or emergency contact.

It is essential that you contact the School or Principal Class out of school hours to advise them of the action you wish to take or to seek further direction.

Evaluation:

This policy will be reviewed as a part of the school's cyclic process or more often if necessary due to changes in legislation or regulations.

This policy was last ratified by School Council in **Nov 2016** and will be reviewed 2020.