RATIONALE

- Schools must ensure that the provision of first aid is adequate for their workplace, training is reviewed annually and students 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

- A sufficient number of staff 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 the first aid room.
- Supervision of the first aid room will form part of the daily yard duty roster.
- A confidential up-to-date register located in the first aid room will be kept for all injuries or illnesses experienced by children that require 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 like a head injury, the parents/guardians must be contacted.
- Appropriate first aid kits, supplies and equipment will be provided and to be carried by teachers during all yard duties.
- 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, 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 by staff to the school’s Incident Management policy.
- Parents of ill children will be contacted to take the children home.
- 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 providing medical details and 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 an adrenaline autoinjector 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.

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.

It is recommended that all students have personal accident insurance and ambulance cover.

**EVALUATION**

This policy will be reviewed as part of the school’s policy review / compliance procedures.

This policy was last ratified by school council on the 25th of August 2014

This policy is due for review in 2015