

FIRST AID POLICY

Purpose

- To provide students, staff and visitors with immediate and appropriate First Aid care
- To provide guidelines for the administration of medication whilst students are in the care of the school staff. This includes camps, extra curricular activities and Out of School Hours Care

Guidelines

- All staff should be responsible for the care of ill or injured students
- Trained staff holding current qualifications of Level 2 First Aid (or its equivalent) will be on duty each school day
- All staff need to be officially aware of children with known or severe medical conditions including asthma, epilepsy, diabetes and anaphylaxis
- Named photographs of such children will be displayed in the first aid room and yard duty folder, with details of their conditions and courses of action in an emergency
- A medical red alert card system for known life threatening conditions will be established each year
- Staff will be made aware of basic procedures to avoid the spread of infection at the beginning of each year
- Staff will provide immediate treatment for minor injuries. More serious injuries or sick children will be referred to the first aid attendant
- Parents or the emergency contact person will be contacted in cases of serious injury, illness or injuries to the head
- In extreme emergencies, medical attention will be sought and the parents contacted
- An official accident report will be completed in all cases involving serious injury
- All other treatment will be documented in the first aid injury book or in the yard duty folder
- No medication (other than that required for asthma, epilepsy, diabetes and anaphylaxis management) is to be brought to the school without parents providing instructions regarding its administration
- Students with asthma should take responsibility for their own medication and should carry their puffers at all times. An asthma puffer will be available in the first aid room and the first aid kit for use by documented asthma sufferers

Implementation

- First aid and CPR qualifications will be monitored and upgraded as required. (CPR yearly, First Aid every three years)
- A trained first aid attendant will be on duty from 8.45 am to 3.45 pm
- Parents will be notified of first aid treatment administered
- The staff member treating the child will complete all appropriate documentation
- Teachers taking after school activities will be responsible for first aid treatment
- Parents who provide after school sport activities must advise the office so that School Council can be informed. First aid will be available for these sessions. (Office hours are until 4.30 pm)
- Staff must use gloves where there is a risk of contamination with body fluids
- Contaminated materials will be disposed of in an appropriate manner

- Staff will be trained in using the red alert card system at the beginning of every year
- The red card system will be updated as required
- Emergency procedures would be carried out during Camps and Excursions in the same way as at school
- Staff will only administer or supervise the administration of medication (other than those for asthma, epilepsy, diabetes and anaphylaxis) with permission from the parent
- A First Aid kit will be carried on excursions where appropriate
- Nominated staff will be responsible for the purchasing and organisation of first aid supplies, equipment and the sick bay
- At the beginning of each year, staff will be informed of the management of serious medical conditions such as asthma, epilepsy, diabetes and anaphylaxis
- Student medical consent forms will be carried on all excursions. One copy will be left in the school office and two copies will be carried on excursions

Evaluation

- Official serious accident report (CASES, electronically transferred to DE&T central system, includes Work Cover)
- First Aid register
- Serious Medical Conditions register (asthma, epilepsy, diabetes and anaphylaxis)
- Strategic Plan (School Charter)
- Annual Report
- Principal's Report

Related Documents

- Camps and Excursions Policy
- Asthma Treatment Guidelines
- Nut Allergy Guidelines
- School Information Manual
- Occupational Health and Safety Policy
- Health and Physical Education Policy