

FIRST AID POLICY

RATIONALE:

All students 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 or when feeling unwell. School staff are, however, not health care professionals nor are they expected to take on this professional role.

AIMS:

- To administer first aid to students when in need in a competent and timely manner.
- To communicate student's health problems to parents/caregivers 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 as dictated by Department of Education and Training (DET), based on current school enrolments.

IMPLEMENTATION:

- A sufficient number of staff to be trained to a Level 2 First Aid Certificate and up to date Cardio Pulmonary Resuscitation (CPR) qualifications as necessary.
- 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 duties of the First Aid Duty Officer.
- Any student in the First Aid room will be monitored by a staff member.
- All injuries or illnesses that occur during class time will be referred to the office staff who will liaise with the Principal and contact the First Aid Duty Officer, if required, who then manages the incident.
- All injuries or illnesses that occur during recess or lunch breaks, will be referred to the First Aid Duty Officer in the First Aid room.
- Minor injuries in the yard may be treated by the staff member on duty.
- More serious injuries will be referred to the First Aid Duty Officer on duty.
- Parents/caregivers will be notified when serious injuries occur and an ambulance called when necessary.
- The medical register book, located in the First Aid room, will record all injuries or illnesses experienced by students or staff that require first aid treatment.
- All classrooms will be provided with basic first aid supplies, including vomit recepticals, Band Aids, and a supply of protective disposable gloves will be available for use by staff.
- Any student with injuries involving blood must have the wound covered at all times.
- No medication will be administered to students without the express written permission of parents or caregivers (refer to Medication Policy).
- For serious injuries/illnesses, or conditions which require full supervision, the parents/caregivers must be contacted so that professional treatment may be organised.
- Any injuries to a student's head, face, neck or spine must be reported to parents/caregivers. The Principal must be informed of any serious illness or injury.
- Any student that has sustained an injury during school hours and who is administered treatment by a doctor, hospital or ambulance officer as a result of an injury, will be reported on DET Accident/Injury form and entered onto CASES 21.
- Any students that has an injury to the head, face, neck or spine, where a First Aid Duty Officer considers the injury to be greater than 'minor', will be reported on DET Accident/Injury form and entered onto CASES 21.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any Asthma, Anaphylaxis and Diabetes 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.

STUDENTS WHO HAVE ONGOING MEDICAL CONDITIONS (see Findon Diabetes Policy, Findon Asthma Policy, Findon Anaphylaxis Policy, Epilepsy)

- Parents are expected to inform and, where applicable, educate the classroom teacher, First Aid Duty Officer, a member of the office staff and Outside School Hours Coordinator in the management of the medical condition and to keep these staff updated.
- Students are encouraged to take increasing responsibility for their medical treatment. Where the student cannot do this and the response requires medical intervention then the parent/caregiver is responsible – eg. Blood Sugar test etc.
- Parents/caregivers can provide a medical alert bracelet or a similar identification. Alternatively parents/caregivers can give permission for the student's name and condition to be displayed for staff awareness. While this is an optional strategy for parents/caregivers it is highly recommended by the school.
- When the classroom teacher is absent the Casual Relief Teacher will be informed of any students who have ongoing medical conditions and told to refer them to the office if a medical response is required. A photo of such student with the necessary medical details will be displayed in the First Aid room.

STUDENT WHO REQUIRE REGULAR MEDICATION (see Findon Medication Policy)

STUDENTS WHO BECOME ILL AT SCHOOL

- Parents/Caregivers of an ill student will be contacted to take the student home if deemed necessary.
- Parents/Caregivers who collect their student from school for any reason (other than emergency) must sign out at the school office prior to collecting the child.
- 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. In all situations, the Principal must be notified.

SCHOOL EXCURSIONS/CAMPS (see Findon Excursions/Camping Policy)

- 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 excursions and camps, along with a mobile phone (this may be a teacher's personal phone).
- All students attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. The signed medical forms to be taken on camps and excursions and archived at the conclusion of the camp/excursion.

EVALUATION: This policy shall be reviewed as part of the ongoing policy and process review.

REFERENCES:

Asthma Foundation of Victoria
Findon Medication Policy
Findon Anaphylaxis Policy
Findon Medication Request Form
Findon Student Medical Condition Form
CASES 21 Student Incident Notification Form
Medication Policy
DET Accident/Injury form
Anaphylaxis or Allergy Plan
School Asthma Action Plan
Camp Asthma form
Asthma Management Plan
Findon Diabetes Policy