

Rationale:

- All students 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 students when in need in a competent and timely manner.
- To communicate student'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 Sick Bay will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the Sick Bay.
- First aid kits will also be available in all buildings of the school, as well as the administration office.
- Supervision of the Sick Bay room will be supervised by the First Aid Officer and Administration Staff in the adjoining Office.
- All injuries or illnesses that occur during class time will be referred to the level 2 first aid trained First Aid Officer/Administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the First Aid Officer by the teacher on duty.
- A confidential up-to-date register located in the administration office will be kept of all injuries or illnesses experienced by students 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 students with injuries involving blood or broken skin must have the wound covered at all times.
- No medication (including headache tablets) will be administered to students without the express written permission of parents or guardians using the appropriate Medications Administration form. All medications must be supplied by parent/guardians also.
- Parents of all students 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 DEECD Accident/Injury form.
- 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 reference should be made by staff to the school's Incident Management policy.
- Parents of ill students will be contacted to take the students home.
- Parents who collect students 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 administration 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 students 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 after the camp concludes.

- All students 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 students 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 Sick Bay.
- At the commencement of each year (in Start-up Day packs and appointments) request 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.
- It is recommended that all students have personal accident insurance and ambulance cover.

Evaluation:

- This policy will be reviewed every three years by School Council.