

FIRST AID

POLICY

PURPOSE:

- To administer first aid to children, and staff 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.

GUIDELINES:

- All children 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.

IMPLEMENTATION:

THIS POLICY MUST BE READ IN CONJUNCTION WITH THE ANAPHYLAXIS COMMUNICATION PLAN

- 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 area be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid area.
- A supply of medication for teachers will be available.
- Any children in the first aid area will be supervised by a staff member
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- A board with photos and plans of children with life threatening allergies, epilepsy or asthma, will be prominently displayed in the staffroom and updated as required.
- Minor injuries only will be treated by untrained staff members, 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.
- **Staff can phone NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day.**
- Any children with injuries involving blood must have the wound covered at all times.
- No general medication will be administered to children without the express written permission of parents or guardians.
- Parents of all children who receive first aid will be advised about the nature of the injury and any treatment given. For more serious injuries/illnesses, the parents/guardians must be contacted 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 a teacher

considers the injury to be greater than “minor” will be entered into the DEECD ‘Cases 21’ system.

- Parents of ill children will be contacted to take the children home.
- All teachers have the authority to call an ambulance immediately in a medical emergency when they are first on the scene. Refer to “When to call an Ambulance – Medical Emergencies” guideline document, located in all staff and classrooms. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action. Parents are responsible for the cost incurred of all ambulance treatment and transport..
- 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 camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving 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, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- 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 asthma 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. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- A staff member trained in use of an epiPen will give staff training twice a 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 three-year review cycle.
- Modified 18/9/2014

Policy Updated: 27/04/2014

DEECD references to relevant policies;

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidneeds.aspx>

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/medical.aspx> (see non-emergency response)