

**Rationale:**

- All children 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 children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- The administering of medications required due to-
  - Ongoing medical conditions such as asthma and epilepsy
  - Allergies caused by insect bites and/or food reactions
  - Short term illness; children resuming school and needing to complete a course of medication
  - Non-prescription medications due to unexpected illness
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain at least 20% of staff members trained with a level 2 first aid certificate and a where possible a level 3 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 first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- Supervision of the first aid room will form part of the daily yard duty roster, though for the sake of consistency of treatment and communication effectiveness, only a small number of qualified and appropriate staff members will be allocated to first aid room duty.
- Any children in the first aid room will be supervised by a staff member.
- All injuries or illnesses that occur during class time will be referred to the level 2 first aid trained administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff on duty in the first aid room.
- A register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- 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 or level 3 first aid trained staff member to provide 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 staff member providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the first aid officer/ 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 as soon as practical.
- Any student who is collected from first aid 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 officer considers the injury to be greater than "minor" will be reported on Department of Education 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 on EduSafe .
- Parents or emergency contacts of ill children will be contacted to take the children home.
- Parents who collect children 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 school 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 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 be required to provide 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 be required to provide a signed Medications Administration form providing details of medications to be administered and granting teacher's 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, hypo kits 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 first aid room.
- At the commencement of each year, requests for updated first aid information will be requested via the newsletter 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 as part of the school's four year policy review cycle. (Ratified: Dec 2012)