FIRST AID

Rationale:
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.

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.
- To provide supplies and facilities to cater for the administering of first aid.

Implementation:
- 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.
- First Aid Kits together with an Asthma Emergency Kit will be available in each wing of the school.
- All staff will be trained in Level 2 First Aid, including up-to-date CPR qualifications. Staff will also be trained in Asthma and Anaphylaxis Management.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of school in a register maintained at the school office.
- A record of all injuries or illnesses experienced by children that require first aid will be kept in the First Aid Room. An original copy of this record will be sent home for the parent and a carbon copy is kept at school in the First Aid Room.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. Classroom teachers are required to write up an incident report when a child attends the First Aid room, if the accident occurred in the classroom.
- All injuries or illnesses that occur during recess or lunch breaks will be referred to staff members in the staffroom to attend to.
- Minor injuries only will be treated by staff members on duty in the playground, while more serious injuries – including those requiring parents to be notified or suspected treatment by a doctor – will be treated in the First Aid Room unless a child cannot be moved. In this instance an ambulance will be called.
- For more serious injuries/illnesses, the parents/guardians will be contacted by the administration staff or teaching staff, so that children can go home or professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardians.
- When parents are contacted, the school will call the Mother first, Father second and other noted emergency contacts last.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.
- Any children with injuries involving blood must have the wound covered at all times. Children who have blood on their clothing will be changed into fresh clothes. A supply of protective disposable gloves will be available for use by staff.

Striving for Excellence
• Medication, including paracetamol, antihistamine and prescribed medication, will not be administered to children without the express written permission of parents or guardians and/or the appropriate authority forms completed. For short term medication to be dispensed at school, written consent must be provided indicating the student’s name, the name of the medication, the dosage and time it is to be administered. The original packaging or bottle of the medication should be provided.

• Consistent with our Asthma Policy, students who provide the school with an Asthma Management Plan may carry their inhalers with them at all times, alternatively they will be kept in the front zipped pocket of their school bag.

• Parents of children who require ‘Epi-Pens’ will need to complete the ‘Allergy/Medical Consent Form’ together with an Action Plan for Anaphylaxis. This form must be signed off by the child’s Doctor.

• 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.

• When children are on camp, parents will need to provide a separate, signed Medical Consent form as well as an Asthma and/or Anaphylaxis Action Plan if applicable. These forms along with any medication are to be given to the staff member in charge of the camp. Staff on camp will administer the medication in a confidential manner. Copies of the signed medical forms will also be kept at school. All medications will be returned to parents when children return from camp.

• A member of staff is to be responsible for the purchase and maintenance of first aid supplies 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, Allergy/Medical Consent forms and Anaphylaxis Action Plans. Medications should accompany this documentation.

• All Medical Illness forms, Asthma Management Plans, Allergy/Medical Consent forms and Anaphylaxis Action Plans will be stored in separate folders in the First Aid room. Action Plans for Anaphylaxis forms will also be displayed on the front of the cupboard for ease of access.

• General organisational matters relating to first aid will be communicated to staff at the beginning of each year along with any revision of recommended procedures.

**Evaluation:**
This policy will be reviewed as part of the school’s review cycle.