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 illness or injury concerns to parents when considered necessary.
• To provide supplies and facilities to cater for the administering of first aid.
• To maintain a number of staff members trained with a level 2 first aid certificate.

IMPLEMENTATION

• A number of staff are to be trained to a level 2 first aid certificate and with up-to-date CPR qualifications.
• A first aid room is available for use at all times. A comprehensive supply of basic first aid materials is stored in a cupboard 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. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty or if required, to the trained first aid staff.
• An up-to-date log book located in the first aid room will be kept of all injuries, illnesses and treatment experienced by children who require first aid.
• 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.
• Minor injuries only 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 children with injuries involving blood 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.
• For more serious injuries/illnesses, every endeavour will be made to contact the parents/guardians 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 a major 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 reported on DEECD Accident/Injury form LE375, and entered onto CASES21.
• Parents of an ill child will be contacted to take the child home.
• Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office area.
• All teachers 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.
• A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
• All children 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.
• 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 and high priority medical forms.

• General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revision of recommended procedures for administering asthma medication will also be given at that time.

EVALUATION

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