

FIRST AID

(includes arrangements for ill students)

PURPOSE

The purpose of this policy is to

1. Administer basic First Aid to children when in need in a competent and timely manner.
2. To communicate children's health problems to parents when considered necessary.
3. To provide supplies and facilities to cater for the administering of basic First Aid.
4. To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.
5. To ensure appropriate care and support of any person in need of First Aid.
6. To ensure accurate documentation of First Aid attendance, treatment and follow up.

OBJECTIVE

To ensure the school community understands our school's approach to First Aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

- Students who are unwell should not attend school.
- A suitably qualified/experienced person will be made available to care for people attending First Aid.
- 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 room will be available at school for use at all times & a comprehensive supply of basic First Aid materials will be stored in a locked cupboard in the room.
- All injuries or illnesses that occur during the school day will be referred to the First Aid officer on duty who will manage the incident and report cause, effect and outcome.
- All staff will be provided with basic First Aid management skill, including blood spills, and a supply of protective disposable gloves will be available for use.
- Appropriate health and safety recommendations will be followed at all times, including appropriate handling precautions and disposal of all **blood/body** fluid products
- Any children with injuries involving blood must have the wound covered at all times with appropriate dressings.
- Any medications required for students will be supplied by parents/guardians along with a signed medication administration authority form.
- Detailed records will be kept of all attendance of First Aid and any treatment or follow up received, or suggested. These records are to be available to parents on request.

- For serious injuries/illnesses, the parents/guardians must always be informed as quickly as possible of their child's condition and of actions taken by the school. Parents/guardians must be informed of any First Aid emergency treatment their child has received.
- All major accidents and injuries requiring further medical attention are to be recorded on the injury management system on CASE21
- Minor incidents are all recorded via the online BSE Virtual First Aid Register.
- If students attending First Aid are unable to return to class, a parent or nominated emergency contact will be contacted to pick the student up. Only people listed on the student record will be contacted for pick up.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school.
- An ambulance will only be called if the situation is considered
 - life threatening
 - needs medical attention
 - requested by parent
 - or if the parent/emergency contact cannot be contacted and the student needs immediate medical attention.
- 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. The Principal or Principal Representative must be notified if any ambulance is called.
- All school camps will have at least one Level 2 First Aid trained person at all times.
- A comprehensive First Aid kit will accompany all camps and excursions, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers/aides & support persons permission to contact a doctor or ambulance should instances arise where their child requires treatment.
- The First Aid Officer 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 which will be kept clean and orderly and in date.
- 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 and throughout the year for new students enrolling in the College. Update as needed for any medical conditions. There will also be an annual revision of recommended procedures for administering asthma medication.
- Each year the College newsletter will inform parents that it is recommended that all students have personal accident insurance and ambulance cover.
- Every effort will be made to maintain the privacy of people attending First Aid. They will be triaged and given every opportunity to express their needs and be treated appropriately, with dignity, compassion and respect.
- Year level coordinators will be immediately informed of any incidents occurring through student behaviours with the Principal or Principal representative informed of any major accident/incident, injury or any health and safety concerns passed on to the appropriate person

Where it is deemed necessary for the health or welfare of a student that a medical practitioner be consulted, parents should be so contacted. If for any reason parents are unable to be consulted, advice should be sought from the Principal or Principal Representative.

IMPLEMENTATION

- Parent contact.
- Emergency Responses – Codes.
- CPR update yearly.
- Current Registration
- Administration form available on web page for printing.
- Current (Yearly) contact details.
- Need to know whereabouts of all students at all times during the day

FURTHER INFORMATION AND RESOURCES

Health Care Needs, Administration of Medication, Anaphylaxis, Asthma Policies

REVIEW CYCLE

This policy was last updated in August 2019 and is scheduled for review in August 2023.