



# First Aid Policy

## **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.
- 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.

## **Implementation:**

- A sufficient number of staff, as determined by the Principal, (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 cupboard in the first aid room.
- First aid kits will also be available in each wing of the school, as well as the staff room and administration offices.
- A supply of medication for teachers will be available in a locked drawer in the administration office.
- Any children in the first aid room will be supervised by a Level 2 qualified staff member at all times.
- All injuries or illnesses that occur during school hours will be referred to the level 2 first aid trained teacher or administration staff who will manage the incident. An up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with infection control training, including the management of blood spills, and a supply of protective disposable gloves will be available for use by staff.
- 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 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.
- Medication (including prescription and over the counter medications) will be administered to children with the express written permission of parents or guardians using the appropriate Medications Administration form.
- Children who receive first aid for anything greater than minor scratches will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid (see Appendix). For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff. 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 the treating first aid teacher considers the



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injury to be serious will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES21.

- 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 and reference should be made by staff to the school's Incident Management policy.
- Parents 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 have provided 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 have provided 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, diabetes, anaphylaxis or other life threatening conditions are required to present the school with a current 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 sent home 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.

Reference:

<http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

## **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified by School Council in 2016



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## Appendix

### ILLNESS/INJURY PARENT NOTIFICATION



**ST KILDA PARK PRIMARY SCHOOL**  
 68 Fitzroy Street, St Kilda, Victoria 3182  
 Tel: (03) 8598 6444 • Fax: (03) 8598 6455  
 Email: st.kilda.park.ps@edumail.vic.gov.au

CHILD'S NAME \_\_\_\_\_ CLASS \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ am/pm DUTY TEACHER \_\_\_\_\_

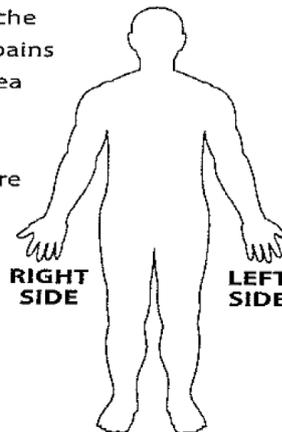
LOCATION WITHIN SCHOOL \_\_\_\_\_

Dear Parent,

Today your child received first aid attention.

He/She

- |   |  |
|---|--|
| <input type="checkbox"/> was stung or bitten                              | <input type="checkbox"/> complained of toothache   |
| <input type="checkbox"/> vomited  | <input type="checkbox"/> complained of headache    |
| <input type="checkbox"/> complained of abdominal pains                    | <input type="checkbox"/> complained of chest pains |
| <input type="checkbox"/> complained of ear ache                           | <input type="checkbox"/> suffered from diarrhoea   |
| <input type="checkbox"/> had a bad cold                                   | <input type="checkbox"/> had a nose bleed          |
| <input type="checkbox"/> suffered respiratory distress - persistent cough | <input type="checkbox"/> had a high temperature    |
| <input type="checkbox"/> had an asthma attack                             | <input type="checkbox"/> sore throat               |
| <input type="checkbox"/> suffered from a rash/sores                       |  |
| <input type="checkbox"/> received a blow to/knock on the head             |  |
| <input type="checkbox"/> received a heavy knock/bruising                  |  |
| <input type="checkbox"/> received cuts/abrasions which caused distress    |  |
| <input type="checkbox"/> other _____                                      |  |



**TREATMENT:** Your child was

- given First Aid at school (clarify): \_\_\_\_\_
- allowed to rest and returned to class
- parents / guardians have been contacted by phone
- taken to Out Patients Dept at the local hospital
- attempted to contact parents / guardians by phone - message left
- collected and taken home
- further comment \_\_\_\_\_

Signed \_\_\_\_\_ Teacher on Duty \_\_\_\_\_