



# First Aid

## POLICY

Mount Pleasant Road Primary School

### A. Rationale:

- A.1. 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.

### B. Aims:

- B.1. To administer first aid to children when in need in a competent and timely manner.
- B.2. To communicate children's health problems to parents when considered necessary.
- B.3. To provide supplies and facilities to cater for the administering of first aid.
- B.4. To maintain a sufficient number of staff members trained with a Level 2 First Aid certificate.

### C. Implementation:

- C.1. 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 as required by OHS regulations.
- C.2. 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.
- C.3. First aid kits will also be available for use at sporting events, excursions and camps.
- C.4. Supervision of the first aid room will be conducted by administration staff and the principal. Any child requiring first aid will be supervised by a staff member.
- C.5. 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 outside the school will be referred to the designated supervising staff member.
- C.6. A confidential up-to-date register, located in the main office, will be kept of all injuries or illnesses experienced by children that require first aid.
- C.7. 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.
- C.8. Any children with injuries involving blood must have the wound covered at all times.
- C.9. No medication, including headache tablets, will be administered to children without the express written permission of parents or guardians.
- C.10. 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 will be contacted 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.
- C.11. 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 a teacher considers the injury to be greater than "minor" will be reported to the Emergency Security Management Unit and entered onto CASES21.

- C.12. Parents of ill children will be contacted to take the child home.
- C.13. 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.
- C.14. 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.
- C.15. All school camps will have at least one Level 2 First Aid trained staff member at all times.
- C.16. All children attending camps or excursions will have provided a signed medical form providing medical detail and giving 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.
- C.17. All children will have access to Ventolin and a spacer at all times.
- C.18. 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.
- C.19. At the commencement of each year, requests for updated first aid information will be sent home including requests for any 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.
- C.20. General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- C.21. It is recommended that all students have personal accident insurance and ambulance cover.

**D. Evaluation:**

- D.1. This policy will be reviewed as part of the school's three-year review cycle.