

# Eltham Primary School

## First Aid POLICY

### **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.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

### **Implementation:**

- 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.
- 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 will also be available in each building of the school.
- All injuries or illnesses that occur during class time will be referred to the first aid officer on duty who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to first aid officer on duty in the first aid room.
- An up-to-date log book 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 basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff in all rooms.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or are suspected of needing 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 will be administered to children without written permission of parents or guardians.
- Prescription medication will not be administered if the child's name is not on the prescription
- 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 teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the first aid officer on duty 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 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 on DEECD CASES and onto WORKSAFE or EDUSAFE as per DEECD guidelines
- Parents of ill children will be contacted to take the children 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.

- All teachers have the authority to call an ambulance immediately in an emergency. All school camps and excursions will have at least 1 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 as per DEECD guidelines.
- 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 an original kept at school.
- All children, especially those with a documented asthma/anaphylaxis management plan, will *have access to Ventolin and a spacer at all times.*
- 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, 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. Revisions of recommended procedures for administering asthma/anaphylaxis medication will also be given at that time.

**Evaluation:**

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

This policy was last ratified by School Council on 19 May, 2015