

# 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 adequate staffing numbers trained with a level 2 first aid certificate.

### **Implementation:**

First Aid is defined as emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work/school, using the facilities or materials available at the time. It should be realised that in the case of serious injury or illness, neither the Principal nor the teacher is required to diagnose or treat the condition, apart from carrying out the appropriate first aid procedures. Diagnoses and treatment is the responsibility of the ambulance officer or medical practitioner called to the scene.

- Adequate number of staff to be trained to a level 2 first aid certificate, 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.
- 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.
- A comprehensive first aid kit will accompany all excursions, off site sporting activities and camps, along with a mobile phone.
- As a general health precaution, adequate hygiene practices must be used at school. Disposable gloves, tissues or hand towels will be used and hands and nails will be washed thoroughly.
- Copies of Medical Management Plans will be kept with medication in the first aid room. Copies will be given to each student's class teacher.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revision of the recommended procedures for administering asthma medication will also be given at that time.
- Professional development around specific illnesses will be provided to staff on a needs basis.

## **Treatment**

- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident.
- An up-to-date first aid register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid. Information from the register will be collated monthly, reviewed and appropriate action taken.
- Minor injuries will be treated by staff members on yard 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 always.
- Any child 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 a DE&T Accident/Injury form LE375, and entered onto CASES 21.
- Parents/guardians of ill children will be contacted to take the children home.

## **Medical History**

- When children enrol at school a copy of their immunisation history is required for their file.
- At the commencement of each year, requests for updated first aid information will be sent home including any requests for 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 school.
- Each child with an ongoing medical condition or severe allergic reaction requires a Student Medical Condition Management Plan to be completed e.g. Asthma, ADHD, Epilepsy, Anaphylaxis and should be updated each year
- Parent/Guardians are responsible for the regular maintenance/updates of their child's medical/emergency information, medication and medication delivery devices.
- Prior to children attending school council approved camps parent/guardians will be required to complete a DE&T Confidential Medical Information form for their child.

## **Medication**

- If a child is receiving any medication for a short-term condition or illness, the recommended place for them to recover is at home.
- Definition of Medicine: any substance used to alleviate any medical condition. At school, over-the-counter or non-prescription medicines such as cough medicine, panadol and analgesics are treated in the same manner as prescription medicines.
- Where possible parent/guardians are encouraged to come to the school to administer medicines to their own children.
- If to be administered by school staff, a Medication Administration form must be completed by the parent/guardian for all medications, detailing the name of the child, dosage, illness and frequency.
- The use of medication through injection cannot proceed without prior consultation with the Principal.
- Medication is to be handed into and collected by the parent/guardian from the office staff. Medication is to be in a sealed container that is clearly named and dated.

- A nominated staff member or rostered first aid teacher will administer the medication.
- When administering prescription medication on behalf of parent/guardians, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacist's label noting the name of the student, dosage and time to be administered.
- The nominated staff member administering medication needs to ensure that:
  - they follow the Medical Administration form signed by the child's parent/guardian
  - they write down what they have observed and sign the form after administering the medication
- All medicine will be kept in an appropriate out of reach place away from child access.
- Personal asthmatic inhalers and epi-pens may be kept by children trained in their use – as per Medical Condition Management Plans

### **Evaluation**

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

This policy was last ratified by School Council in....	<b>December 2017</b>
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