



FIRST AID POLICY

RATIONALE:

- All students and staff 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 students when in need in a competent and timely manner.
- To communicate student's health problems to parents and staff when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain at least 2 staff members trained with a Level 2 first aid certificate.

IMPLEMENTATION:

- A sufficient number of staff (including at least 1 administration member) 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 the first aid room.
- Supervision of first aid will form part of the first aid roster. Any children in the first aid room will be supervised by the designated first aid person and information about the student handed over to the next first aider on the roster.
- All injuries or illnesses that occur during class time will be referred to the administration staff who, will either provide the first aid or locate the first aider on duty. Minor injuries during recess or lunch breaks will be attended to by the teacher on duty. All other injuries or illnesses that occur will be referred to the first aid personnel.
- 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.
- Minor injuries only (**minor scratches, bruises**) will be treated by grade teachers (first aid kits in all rooms), while more serious injuries – including those requiring parents to be notified or suspected treatment by a doctor – require a Level 2 trained staff member to provide first aid.
- All staff will be provided with basic first aid management skills (Level 1 First Aid), and a supply of protective disposable gloves will be available for use by staff (**for bodily fluid spills**)
- Staff are to use the bodily Fluids Spill Kit to dispose of Bodily Fluids
- Any children with injuries involving blood must have the wound covered at all times.
- Medication will be administered to children with the written permission of parents or guardians. The parent or guardian must complete the 'Medication for Students' form
- Parents of children who receive first aid will receive a completed 'Your Child Was Injured' 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 must be contacted by the administration / first aid staff so that professional treatment may be organised. Any injuries to a child's head, face or neck must be reported to parents/guardians.
- 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 or neck where a teacher considers the injury to be greater than 'minor' will be reported to Department of Education and Training (DET) through CASES21, via the injury report.
- Any student, staff member or visitor who requires treatment by an ambulance officer will be reported to Emergency Management on (03) 9589-6266.



8. Pascoe Vale North Primary School

- Parents of ill children will be contacted to take the children home.
- If parents cannot be contacted or are unable to pick up their child, the emergency contact number on enrolment form will be used.
- 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.
- Staff have the authority to call an ambulance immediately in an emergency.
- All school camps and excursions will have at least one Level 2 first aid trained staff member where possible.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
- All children attending camps or excursions will provide a signed medical form from a parent or guardian providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on camps and excursions.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer. Refer to Asthma Policy.
- 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.
- Each year, requests for updated first aid information will be sent home including request for any asthma/ anaphylaxis/epilepsy/diabetes etc management plans.
- Parents have the responsibility to inform the school of any changes to care plans and emergency contact numbers.
- Updated lists of student's medical conditions will be kept centrally in the staffroom and in the first aid room. Students with special medical needs will require posters detailing medical condition, symptoms, emergency treatment and emergency contact numbers.
- Posters of students with serious medical conditions to be kept in the staffroom, first aid room and in the Casual Relief Teacher (CRT) folders.
- Anaphylaxis posters will be colour-coded RED. Allergy posters will be colour-coded GREEN.
- All teachers on yard duty will carry a bum bag first aid kit and treat any small cuts and scratches etc.
- Teachers will carry two way radios while on yard duty to summons any first aid assistance in an emergency.
- ***The designated co-ordinator is to be responsible for:***
 1. Purchasing and maintaining first aid supplies, first aid kits and ice packs.
 2. Organising the upkeep of the first aid room.
 3. Organising the first aid roster with the other trained first aid personnel.
 4. Informing the Principal when first aid certificates are to expire.
 5. Organising refresher training for all staff.
 6. Review expiry date of medication and contact the parent/guardian two weeks before the expiry date.
 7. If new medication has not arrived after two attempts to contact the parent the ESO will refer the matter to the Principal or Assistant Principal.
 8. Obtaining permission to display forms eg Anaphylaxis or other conditions as deemed necessary.

REVIEW CYCLE

This policy was last updated in March 2019 and is scheduled for review in February 2022 as part of the school's three-year review cycle.