



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.

GOALS:

- To administer first aid to children when needed 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 with appropriate first aid training

IMPLEMENTATION:

- A minimum of 12 staff (including the 2 student administration staff members) to be trained to a Level 2 First Aid Certificate with up-to-date CPR qualifications.
- The Sick Bay will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the Sick Bay.
- First aid kits (bumbags) will be supplied to each teacher for the classroom and yard duty
- The First Aid officer (Vicki Bouchier) will replenish first aid supplies for bumbags.
- The Sick Bay will be supervised during recess and lunch breaks
- Minor injuries will be cared for by staff using the first aid bumbags
- All other injuries or illnesses that occur outside recess breaks will be referred to the office staff who will manage the incident
- A record will be kept of all injuries or illnesses experienced by children that require medical first aid
- If a child receives first aid, a Notification will be sent home to parents/guardians
- 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
- Any children with injuries involving blood must have the wound covered

- No medication including headache tablets will be administered to children without the express written or verbal permission of the parents or guardians
- If verbal or written permission is granted at school and on camps to administer medication then a record must be kept
- Parents of all children who receive first aid for more serious injuries/illnesses (including head, face, neck or back) must be contacted by staff so that professional treatment may be organized
- 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 DET CASES 21 Incident Notification form and entered onto the CASES system. WorkSafe Victoria and DET Emergency Management will also be contacted. Procedures have been developed to assist with this. (see Procedures for dealing with Notifiable Incidents)
- Parents of ill children will be contacted to take the child home
- Parent's who collect children from school for any reason 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 permit, a teacher may confer with others before deciding the appropriate course of action
- All school camps will have at least two Level 2 First Aid trained staff members at all times
- A comprehensive first aid kit will accompany all excursions and camps
- All children attending camps or excursions will have provided a signed medical form with medical detail and giving teachers permission to contact a doctor or ambulance should the instance arise where the child requires treatment. Copies of the signed medical forms to be taken on camps and excursions
- All children with asthma will have access to Ventolin at all times
- All children with anaphylaxis must have their EpiPen with them on camps and excursions
- The First Aid officer, Vicki Bouchier, will be responsible for replenishing first aid supplies
- General organizational matters relating to first aid specific health needs and medical plans will be communicated to staff at the beginning of each year or as the need arises
- Staff will be kept updated about anaphylaxis, asthma, diabetes and other recognized medical concerns within the school community

Ratified by YWPS School Council 19/07/2016.
Next review in 2019.