

First Aid Policy:

Purpose:

- To administer emergency treatment and life support for staff, children and visitors, when in need, in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide resources and training to cater for the administering of first aid.
- To encourage preventative measures to minimise emergencies and promote safety
- First Aid care is regarded as a major priority and should receive an immediate response.

Guidelines:

- Executive memorandum 433 and School Operations Manual will form the basis for this policy.
- The Principal Team will ensure that appropriate staff (including administration staff members) are trained to a Level 2 First Aid Certificate and have up-to-date CPR qualifications
- A register of staff trained in first aid and CPR will be kept and maintained at the school office
- A First Aid Room will be available for use at all times.
- First Aid kits will be available from the First Aid Room.
- Supervision of the First Aid Room will be provided by the First Aid Officer. Any children in the first aid room will be supervised by the First Aid Officer. Children waiting to be collected will be under supervision at the school office.
- A confidential up-to-date register will be kept of all injuries or illnesses experienced by children that require first aid. This register will be kept in the First Aid Room at all times.
- 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.
- Minor injuries only will be treated by staff members on 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 First Aid Officer or staff member to provide first aid.
- No medication (except for Asthma puffers and Epi-pens) including headache tablets will be administered to children without the express permission of parents or guardians.
- Parents of all children who receive first aid will receive a completed notification form
- Any serious injury will be reported to the appropriate authorities.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from the school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- All staff have the authority to call an ambulance immediately in an emergency.
- School camp programs shall attempt to include one Level 2 first aid trained staff member.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving staff permission to contact a doctor or ambulance should instances arise where their child requires treatment.
- Children with asthma and/or anaphylaxis should have an emergency plan which will be kept at the school and must be kept up-to-date by the parent.
- The Office Staff are 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.
- The school will request updated medical information at the commencement of each 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 medication will also be given at that time.
- It is recommended that all children have personal accident insurance and ambulance cover.

Implementation:

- A comprehensive supply of basic first aid materials will be stored securely in the first aid room.
- First aid kits will also be available in the school first aid room.
- Any child who has an accident or illness during class time will be sent to the school office and parents will be contacted. Incidents during lunch and /or recess will be dealt with by the First Aid Staff on duty.
- All incidents will be recorded in the First Aid register
- Children who have received first aid will receive a 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 office staff so that professional treatment may be organised.
- All injuries to a child's head must be reported to parents/guardian.
- Any child who is collected from the school by parents/guardians as a result of a serious 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 Accident/Injury form LE375, and entered onto CASES21.
- All children, especially those with a documented asthma management plan, will have access Ventolin and a spacer at all times.
- Information on critical medical conditions will be circulated to staff. Appropriate procedures will be included.
- Frequency of attendance in First Aid by individuals will be monitored and analysed.
- Prescribed medicine usage will follow procedure as set out in the medicines policy.

Evaluation:

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

This policy was last ratified by school council in February 2011.

Cranbourne Carlisle Primary School



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