



POLICY	FIRST AID
DATE	Update March 2021
SCHOOL COUNCIL ENDORSEMENT	NA
REVIEW DATE	September 2022

PURPOSE

The school provides facilities to enable health support of students.

The school has facilities to allow provision of basic first aid care as well as first aid treatment such as minor cuts, scratches, bruising and/or bodily injury.

The school's first aid facilities are in accordance with the Department of Education and Training (DE&T) *First Aid and Infection Control Procedure*:

RATIONALE

The school's facilities for first aid allow:

- precautions against infection.
- reassurance and comfort, with a safe level of privacy; dignity; comfort and independence.
- employee and volunteer health, safety and welfare.
- associated record keeping in accordance with privacy and confidentiality.

SUPERVISION

The school's first aid room allows for short-term supervision and the ability to summon further assistance if required.

The level of supervision required in the first aid room varies depending on the case (i.e.: direct supervision of a student who has had a head injury and is feeling dizzy as opposed to indirect supervision of a student who has a slight headache).

IMPLEMENTATION

Management of ill students at school is a requirement of the school's duty of care.

A teacher should ring 9 (office emergency number) in an emergency

1. The school aims to provide adequate and appropriate care and supervision of students at all times.
2. Students who are ill should not attend school.
3. If a student is unwell during class time the office should be contacted and a trained First Aid officer will attend to the student. For students who are unwell or injured during recess or lunchtime a trained First Aid officer should be contacted to attend to the student.
4. In the first aid room an appropriately qualified first aid staff member will make an assessment and determine the appropriate action.
Actions may include:
 - a) The student may be returned to the classroom after a period of rest.
 - b) A parent/guardian may be notified by the first aid staff member and requested to arrange for the student to be collected as soon as possible. If a parent/guardian cannot be contacted the nominated emergency contact person will be called.
In the case of an older secondary student, if a parent is unable to collect the student then the school will seek permission from the parent/guardian to allow the student to go home independently.
 - c) Students are not to contact a parent/guardian and request they be collected from school and staff are not to request a student do this. The first aid staff member will determine if this is necessary and make the telephone call accordingly.
 - d) A welfare provider will be contacted regarding an international student.
 - e) Parents/Guardians who collect students from school for any reason (other than emergency or the end of the school day) must sign the student out of the school in a register maintained in the school office.
 - f) An ambulance will be called.

5. A confidential up-to-date CASES21 record is maintained for all medical incidents experienced by students that require first aid. Teachers (as witnesses) must take responsibility for ensuring all relevant information is provided to the office staff for this purpose.

SCHOOL CAMPS/EXCURSIONS

1. All school camps will have at least one Level 2 first aid trained staff member in attendance at all times.
2. A comprehensive first aid kit/s will accompany all camps.
3. All students attending camps or excursions will have submitted a signed medical form providing medical details and granting teachers' permission to contact a doctor or ambulance should instances arise where the student requires treatment.
Copies of signed medical forms will be taken on camps and excursions (as appropriate), in addition to copies kept at the school.
4. All students attending camps or excursions, who require medication, will have provided a signed Medications Administration form providing details and granting teachers' permission to administer the medications.

STUDENTS ON MEDICATION

All students with asthma or diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioner, and to provide the school with the asthma and anaphylaxis medications (see Asthma Policy and Anaphylaxis Policy) needed to implement their plan at school.

Other

- A member of staff (First Aid Officer) 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.
- General organisational matters relating to first aid will be communicated to staff as appropriate.
- First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.
- All staff will be provided with infection control training, including the management of blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only (such as scratches) will be treated by staff members on duty, while more serious injuries, including those requiring parents/guardians to be notified, or suspected treatment by a doctor, require a Level 2 first aid trained staff member to provide first aid.
- Any students with injuries involving blood or broken skin must have the wound covered at all times.
- No medication will be administered to students without the express written permission of parents/guardians using the appropriate Medications Administration form. Headache tablets will not be administered by the school.
- Parents/Guardians of all students 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 administration staff so that professional treatment may be organised. Any injuries to a student's head, face, neck or back must be reported to parents/guardian for medical follow up as appropriate

REVIEW

This policy will be reviewed every two years or following an incident or emergency.