



Urquhart Park Primary School

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/guardians when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.

Scope:

First aid for anaphylaxis and asthma are provided in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

Implementation:

Training

- A sufficient number of staff (including at least one administration staff member) to be trained to a Level 2 First Aid Certificate, and with up-to-date CPR qualifications.
- 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.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.

First Aid Room and Supplies

- 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.
- The 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.

First Aid

- The first aid duties will be organised to suit the school's needs. Nominated trained staff will be on duty and responsible for administering first aid.
- All injuries or illnesses that occur during class time will be referred to the office where they cannot be managed within the classroom setting.
- Minor injuries that occur during recess or lunch breaks will be treated by yard duty staff who have basic first aid supplies. More serious injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on duty in the first aid room and first aid administered as required.
- Any students with injuries involving blood must have the wound covered at all times.

- Students who are unwell should not attend school. If a student becomes unwell during the school day they may be directed to the first aid room and monitored by staff. Depending on the nature of their symptoms, staff may contact parents or an emergency contact to ask them to collect the student.
- Parents who collect children from school for any reason (other than an emergency) must sign the child out at the front office.
- In a medical emergency, staff may take action and do not need to obtain parent/carer consent to do. Staff may contact Triple Zero “000” for emergency medical services at any time. Any staff member calling an ambulance must notify the school office staff and Principal. Parents will be notified and the Principal will then notify Emergency Management as per DET guidelines.
- Staff may also contact ‘Nurse-on-Call’ (1300 60 60 24) in an emergency. Nurse-on-call provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatment.

Communication and Documentation

- A confidential up-to-date record located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- Parents of all children who attend the first aid room will receive a completed First Aid Report form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. Any injuries to a child’s head, face, neck or back must be reported to parents/guardians. For more serious injuries/illnesses, the parents/guardians must be contacted immediately so that professional treatment may be organised.
- When a student is collected from school by parents/guardians as a result of an injury, or 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”, the incident will be entered onto CASES21.
- If first aid is administered in a medical emergency, the incident will be reported to Department’s Security Services Unit on 03 9859 6266.

Camps and Excursions

- All excursions and camps will have a staff member nominated to manage First Aid.
- All school camps will have at least one Level 2 first aid trained staff member at all times.
- 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 teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions.
- Records will be kept of all medications and first aid administered at camp and parents will be informed.

Evaluation:

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

This policy was last updated in July 2018 and is scheduled for review in 2021.