



# 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.

#### **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. Revisions of recommended procedures for administering asthma/anaphylaxis medication will also be given at that time.

##### **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.
- 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.

##### **First Aid**

- The first aid duties will be organised to suit the school's needs. Nominated 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 children with injuries involving blood must have the wound covered at all times.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- No medication, including headache tablets/liquid, will be administered to children without the express written permission of parents or guardians.
- Parents of ill children will be contacted to take the children home.

- 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.
- All teachers have the authority to call an ambulance immediately in an emergency. Any teacher 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.

### **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.
- 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 DE&T Accident/Injury Form LE375, and entered onto CASES21.
- Serious injuries or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately and on EduSafe.
- At the commencement of each year, request for updated first aid information will be sent home including request for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

### **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 ratified by School Council in.... 2015