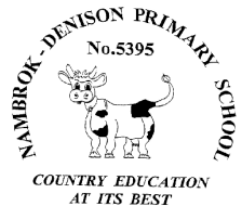


Nambrok Denison Primary School



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.

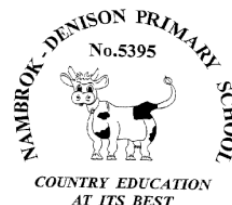
Aims:

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents 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 (HLTFA311A Apply first aid).

Implementation:

- A sufficient number of staff to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A first aid area will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid area.
- First aid kits will be maintained by the school. A Level 2 qualified staff member is to check that first aid kits are up to date and have sufficient supplies.
- A confidential up-to-date register located in the sick bay will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, infection control training, 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 staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form. Headache tablets will not be administered by the school.
- Parents of all children 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 child's head, face, neck or back must be reported to parents/guardian.
- 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 DEECD Cases 21 Incident Notification Form.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education and

Nambrok Denison Primary School



First Aid Policy

Early Childhood Development, Security Services Unit immediately on (03) 9589 6266 and Worksafe on (13 23 60) and involvement of staff then on EduSafe.

- 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 kept at the front 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 on an appropriate course of action.
- All school camps and excursions will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
- All children attending camps or excursion will have provided a signed medical form (if required on certain excursions) providing medical details 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, and originals kept at school.
- All children attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teachers permission to administer the medications.
- All children with diabetes, anaphylaxis or asthma are required to present to the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypokits or epipens etc needed to implement their plan at school.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis 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.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will be undertaken each year.
- It is recommended that all students have ambulance cover.

Evaluation:

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