



Rationale:

All children have the right to feel safe and well and know that they will be attended with due care when in need of first aid. It is the schools responsibility to care for the welfare of all staff, students and visitors to ensure basic first aid is administered as required.

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.

Implementation:

Responsibility of the School:

- To ensure that a First Aid risk assessment has been conducted to determine appropriate first aid arrangements have been attended to for their school.
- To provide a sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- To provide appropriate first aid kits, supplies and equipment.
- To ensure access to procedures and resources to all employees (including contractors).
- To provide up-to-date training and information to employees on specific treatment requirements e.g. asthma management and anaphylaxis.
- To develop appropriate first aid action plans for students with specific conditions (e.g. epilepsy).
- A first aid room (sickbay) will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- Supervision of the first aid room will form part of the daily yard duty roster, though for the sake of consistency of treatment and communication effectiveness, only a small number of qualified and appropriate staff members will be allocated to first aid room duty.
- Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to the level 2 first aid trained administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on duty in the first aid room.
- A confidential up-to-date register is located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- 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 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 or broken skin must have the wound covered at all times.
- No medication (including headache tablets) will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form.
- Parents of all children who receive first aid for a head injury or other serious condition 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 the treating first aid teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES21.
- Serious injuries, fatalities, or any critical 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 on 53378429 and WorkSafe on (13 23 60) and on EduSafe and reference should be made by staff to the school's Incident Management policy.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency or the end of the school day) 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. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.

Responsibility of the Employees:

- To attend training and updates on specific conditions and treatment options/requirements (e.g. epilepsy and anaphylaxis).
- To know the locations of Student Health Support Plans and Emergency Alerts
- Information for specific medical conditions and affected students.
- To follow action plans when necessary and use equipment in a safe manner.
- To provide a duty of care to students and administer first aid within the limits of skill, expertise and training.
- Treat minor injuries and refer more serious injuries, including those requiring parents to be notified or suspected treatment by a doctor, to the First Aid Officer.
- Refer injuries or illnesses that occur during class time to the First Aid Officer.
- To follow the agreed emergency procedures already in operation.

Responsibility of the affected persons:

- To inform the school of current medical contact details concerning themselves or others initially and then on an ongoing basis as they change.
- To assist the First Aid Officer, in consultation with their medical practitioner, in developing 'action plans'.
- To inform the school of any prescribed medication that they need to take on the appropriate documentation. Where medication is required, detailed administration instructions should be provided (e.g. asthma attacks) and the Medical Authority Form completed.

Medication:

- Those students who require medication at school must have the Medical Authority Form completed
- All medication administered and stored at school will be done so in accordance with the Medicine Management Policy.
- No medication including headache tablets will be administered to children without the express written permission on the appropriate documentation. Refer to Medication Policy.
- As documented in our medication policy two staff members are to administer and cross check all medication given to students.
- Coburn Primary School will not store or administer analgesics such as aspirin and paracetamol as a first aid strategy as they can mask signs and symptoms of serious illness or injury

School Camps and Excursions:

- A comprehensive First Aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will need to provide a signed medical form with detailed medical/health information and permission for the staff to contact doctor or ambulance if necessary.
- Copies of all signed medical forms must be taken on camps and excursions, as well as kept at school.
- Children with particular medical needs (e.g. anaphylaxis/asthma) will be identified prior to the excursion and camps and appropriate measures are taken.

Evaluation:

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

Ratified: October 2014