Wattle Park Primary School

FIRST AID POLICY

PURPOSE

- All students 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.

IMPLEMENTATION GUIDELINES

General:

- 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.
- A first aid room 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.
- First aid kits will also be available in each wing of the school.
- Supervision of the first aid room will form part of the daily yard duty roster. Any students in the first aid room will be supervised by the staff.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. A teacher on duty will distribute a 'First Aid’ red tag if the student is to come into the school building to receive first aid care from the First Aid staff member. All injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on duty in the first aid room.
- 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.
- 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 students with injuries involving blood must have the wound covered at all times.
- 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.

Medication:

- A supply of medication for teachers will be available in a locked drawer in the First Aid Room.
- No medication including headache tablets will be administered to students without the express written permission of parents or guardians.

Ambulance:

- All teachers have the authority to call an ambulance immediately (regardless of ambulance cover) in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- It is recommended that all students have personal accident insurance and ambulance cover.
Asthma:

- All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.

Communication:

- Parents of all students who receive first aid will receive a tear off completed form indicating the nature of the injury, any treatment given and the name of the teacher providing the first aid. A record of this will also be kept in the First Aid room. For more serious injuries/illnesses, the parents/guardians will 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.
- Parents of ill students will be contacted to take the students home.
- Parents who collect students from school for any reason (other than emergency) must sign the student out of the school in a register maintained in the school office.
- At the commencement of every second year (yearly for Prep students), requests for updated first aid information will be sent home including requests 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. A copy of the First Aid Policy will accompany this request.
- 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 medication will also be given at that time.
- A confidential up-to-date register (kept under lock and key) located in the first aid room will be kept of all injuries or illnesses experienced by students that require first aid.
- Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- 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 CASES. This will be completed by the person in charge of First Aid.

Camp/Excursions:

- All school camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions/camps, along with a mobile phone.
- All students 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 student requires treatment.

EVALUATION

The principal, staff and school community will undertake evaluation of the policy and program.

WRITTEN – 2005 REVIEWED – 18 October, 2005