

# 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 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 available in the first aid room.
- First aid kits will also be available for excursions and camps.
- Supervision of the first aid room will form part of the daily yard duty roster. Any students in the first aid room will be monitored by the staff.
- All injuries or illnesses that occur during class time will be referred to the general office who will call a first aid trained staff member if required. Class/specialist teachers will phone the office to let them know that they have sent a student to the first aid room.
- A teacher on duty will distribute a 'First Aid' red tag if the student is to come into the office building to receive first aid care. Minor injuries only (that require band aids) will be treated by staff members on duty.
- Teachers are responsible for maintaining the contents of their bum bags taken out on yard duty, particularly in regards to band aids and 'First Aid' red tags.
- Teachers are required to take a mobile phone with them on yard duty in case of a medical emergency.
- 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.
- The first aid coordinator 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. They are also responsible for keeping records of staff first aid training and entering incident reports on CASES.

#### Medication:

- Medication means any substance that is supplied by a pharmacist or health practitioner. It also includes over the counter and natural therapy products.
- Parents are **strongly encouraged** to administer medicine to their children outside of school hours if possible.
- Students are not permitted to be in possession of any medication. Exceptions include asthma inhalers and sore throat lollies.
- Medicine will only be administered at school if it is accompanied by a signed "Medication at School" form with clear instructions.
- Any medication needs to be clearly marked with name and instructions and in an appropriate container, preferably in its original packaging.
- No medication including headache tablets will be administered to students without the express written or verbal permission of parents or guardians.

- Prior to administering medication to a student, the first aid officer will check it is:
  - The right student
  - The right medication
  - The right time
  - The right dose
  - The right method of administration
- If a staff member is uncomfortable to administer medication for any reason they may refuse and alternate arrangements will be sought.

### Ambulance:

- All staff have the authority to call an ambulance immediately (regardless of ambulance cover) in an emergency.
- If the situation and time permit, a staff member 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.
- According to the Asthma Foundation of Victoria recommendations, students must keep their ventolin inhalers in their own bag.

### Communication:

- Relevant up to date medical information **must** be provided to the school by parents, including asthma and allergy management plans.
- 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 will be reported to parents/guardians.
- 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.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.
- Copies of the signed medical forms are 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, will be reported on DE&T Accident/Injury form LE375, and entered onto CASES.

### 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/permission form 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 – June, 2013 RATIFIED BY SCHOOL COUNCIL – 27.08.2013**