



# YEA PRIMARY SCHOOL

## First Aid Policy

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Registration Requirement 4.1 (a) iv

### 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 minimum 5% of staff members with a current level 2 first aid certificate.
- To help maintain treatment of known medical conditions during school hours.
- To ensure staff are aware of the school's Anaphylaxis Policy and procedures.

### 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.

### IMPLEMENTATION

- A minimum 5% of staff to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications. List and contact details on First Aid room door.
- 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.
- 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 administration staff who will manage the incident, all injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff member on duty in the first aid room.
- All students' records of allergy, medical conditions, current home and emergency telephone numbers will be continually updated and recorded on student files in the office and CASES 21.
- All high medical risk student details are listed on the board in the sickbay 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 children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without permission of parents or guardians.
- All medication must be provided in the original (official) packaging.
- Medication must be left in the Administration area with written permission to administer and specific dosage details.
- Asthma medication can be kept at the First Aid Room.
- 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 student who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury will be recorded on CASES 21 and reported to Emergency Management and Work Safe.
- Any student who has an injury to the head, face, neck or back that is deemed recordable will be entered onto CASES 21. Cases 21 forms to be completed by reporting officer/ staff member on duty.
- Parents of ill or injured 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.



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- All staff 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.
- If a child is injured in the abdomen or groin area - at least two adults must be present if an examination is deemed necessary.
  
- Incidents of children soiling/wetting - children to change themselves or parent contacted for assistance.
- All school camps will have at least 1 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, as well as kept at school.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- The First Aid Coordinator is to be responsible for the purchase and maintenance of first aid supplies, checking expiration dates, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, 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.
- 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.

### **Procedures for Administering First Aid**

- Treat all injuries and illnesses promptly.
- Seek suitably qualified personnel for more serious injuries (First Aid Level 2, ambulance or doctor).
- Contact parents before calling medical attention unless an extreme emergency.
- Check allergy and medical records book before administering first aid assistance.
- Use gloves at all times when dealing with blood.
- Follow D.E.E.C.D. guidelines when cleaning up accidental blood spills.
- Fill in appropriate record books.

Log onto CASES 21.

### **Evaluation:**

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

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Date Ratified at School Council \_\_\_\_\_ Principal signature \_\_\_\_\_

S.C. President signature \_\_\_\_\_ Next Review Date: \_\_\_\_\_