



Bethanga Primary School

First Aid Policy

Rationale:

- First aid is defined as emergency treatment and support provided to students who suffer injury or illness while at school or on an approved school activity (4.5.5 Student Health DET).
- 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.
- Parents/carers retain primary responsibility for ensuring that the school has relevant health care information about their child. This information will be kept confidential.

Aims:

- To administer first aid to injured or ill children in a competent and timely manner.
- To communicate children's health problems to parents as a result of injury or illness.
- 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:

- All staff will be trained to a level 2 first aid certificate including up-to-date CPR qualifications. This will meet OH&S workplace first aid requirements.
- A first aid area is equipped with a comprehensive supply of basic first aid materials.
- A confidential up-to-date register located in the office will be kept of all injuries or illnesses experienced by children that require first aid.
- All first aide staff will be provided with basic first aid management skills, including handling of body fluids. All body fluids e.g blood spills, vomit etc must be treated as potentially infectious and require the use of gloves.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication (including paracetamol) will be administered to children without written permission of parents or guardians and supported by written advice of a medical practitioner on a Medication Authority Form. Analgesics such as paracetamol can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school as a standard first aid strategy.
- Parents of all children who receive first aid (other than minor band aid provision) 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 will be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back will be reported via phone call 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 the DEECD Injury Management System and entered onto CASES/CASES 21.
- Parents of ill children will be contacted to take the children home. Students will remain under the supervision of a staff member until such time.
- All staff members have the authority to call an ambulance immediately in an emergency.
- Staff will notify Emergency management should an ambulance be called.
- If a child is hospitalised overnight Workcover will be informed.

- 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 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.
- A member of staff is to be responsible for the purchase and ongoing maintenance of first aid supplies, 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.
- It is recommended that all students have personal accident insurance and ambulance cover. Our school provides parents with the opportunity to purchase personal accident insurance at the beginning of each school year.
- Staff will be trained and updated in the use of the EpiPen as per departmental guidelines. A training pen will be used to revise procedure at the beginning of each year.
- The photo and treatment plan of all students with a life-threatening medical condition will be displayed in the first aid room.
- A Student Health Support plan must outline the individual first aid plan for a student with an identified health care need. This will include information from the student's medical practitioner.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle or as DET Student Health guidelines are updated.

This policy was last ratified by Bethanga Primary School Council in July 2019