

BRIGHTON BEACH PRIMARY SCHOOL



First Aid Policy

Rationale:

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.

Aims:

- To administer first aid to students when in need in a competent and timely manner
- To communicate student'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:

- A sufficient number of staff (including at least one 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 the first aid room.
- Basic first aid kits are kept in classrooms.
- The first aid duties will be organised to suit the school's needs.
- All injuries or illnesses that occur at school will be referred to the teacher on duty in the first aid room.
- A confidential up-to-date register, located in the first aid room, will be kept of all injuries or illnesses experienced by students that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills. 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 and/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.
- No medication, including headache tablets, will be administered to students without the express written permission of parents or guardians.
- Parents of all students who receive first aid, when considered necessary, 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 student, above shoulders, must be reported to parents/guardians.
- 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 CASES21.
- Parents of an ill student will be contacted to take the student home.

- Parents who collect students from school for any reason (other than an emergency) must sign the student out of the school in a register maintained in the school office.
- All teachers have authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher should follow the school ambulance procedure before deciding on an appropriate course of action.
- All school camps will have at least one 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 students attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where the student requires treatment. Copies of the signed medical forms will be taken on camps and excursions, as well as kept at school.
- All students, 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 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, request for updated first aid information will be sent home including request 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.

Approved By	School Council
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Responsible for Review	Education and Policy Committee
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References	