

FIRST AID POLICY

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.

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 sufficient number of staff members trained with a senior first aid certificate.

Implementation:

- As determined by the School Principal, an appropriate number of staff are trained to a senior first aid certificate, and with up-to-date CPR qualifications, anaphylaxis training and asthma training.
- A first aid area will be available for use at all times.
- A basic first aid box will be stocked and stored in the office.
- Any children in the first aid area will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time or during recess or lunch breaks will be initially managed by the classroom teacher or the teacher on yard duty, and may be referred to the administration staff for follow up.
- An up-to-date loose leaf Record of Accident/Illness register is located with the first aid equipment in the office. This register will record all injuries or illnesses experienced by children that require first aid. This record will then be entered into SAS then filed after completion.
- All action plans for Anaphylaxis, Allergic Reactions and Asthma are to be displayed in the first aid area and all teaching staff to have copies in their programs.
- Any children with injuries involving blood must have the wound covered at all times.
- All parent requests to administer prescribed medications to a child must be in writing on the form provided in the Medication Policy and must be supported by specific written instruction from the medical practitioner or pharmacist's including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- 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 child's head, face, neck or back must be reported to parents/guardian.
- Parents of ill 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 with their class teacher.
- All teachers 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.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- The Finance and Administrative Manager or delegate 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 area.

Evaluation:

- This policy will be reviewed annually.

Policy drafted March 2005

This policy was ratified by the Management Team in...

Reviewed...

Ratified by Board of Directors

May 2005

March 2010

March 2015