

St. Theresa's Primary School Albion

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.

Beliefs:

At St. Theresa's we believe that:

- It is important for all staff members to have formal up to date first aid skills.
- Administering first aid where appropriate is part of our duty of care.
- It is important to identify children with special conditions in our school, and that this information is made available to all staff.

Aims :

At St Theresa's we aim to:

- Administer first aid to children when in need in a competent and timely manner.
- Communicate children's health problems to parents when considered necessary.
- Provide supplies and facilities to cater for the administering of first aid.
- Maintain a sufficient number of staff members qualified in first aid practices.

Implementation :

- A sufficient number of staff to be trained at an appropriate level of first aid.
- A first aid room will be available for use at all times.
- A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- First aid kits and mobile phone will also be available to use for camps, excursions and sporting events.
- 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 teachers.
- An up- to- date register of all accidents will be located in the first aid room and the staff 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.
- Teachers will treat minor injuries. Medical treatment will be sought for more serious injuries. Parents will be contacted.

- Any children with injuries involving blood must have the wound covered at all times.
- No medication will be administered to children without the express written permission of parents or guardians.
- Parents of all children who receive first aid treatment will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher that treated the child.
- Any student who is collected from school by parent/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 will be recorded in the CCI accident book.
- Parents of ill children will be contacted to take the children home.
- Parents who collect their children from school for any reason (other than emergency) must sign the child out of the school.
- Teacher in charge of the school must be notified if a child is sent home.
- Class teacher to be notified when a child has been collected from school.
- All teachers have the authority to call an ambulance in an emergency.
- All school camps must have a qualified first aid trained staff member at all times.
- All children 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 the need arise. Copies of the signed medical forms will 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 maintenance of first aid supplies, 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 and high priority medical forms.
- At the commencement of the school year parents will be reminded of the policies and practices used by the school to manage first aid, illnesses and medication throughout the year.
- General organizational matters relating to first aid will be communicated to staff at the beginning of each year.
- Staff will be in-serviced regularly on practices relating to the needs of our children e.g. diabetes, asthma, and allergies.

Evaluation :

To be reviewed at the end of the school's five year review process.