

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 basic first aid skills.
- It is important to continually update these 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.
- To maintain a sufficient number of staff members in-serviced in first aid practices.

Implementation:

- A sufficient number of staff to be trained in level 2 first aid certificate including Anaphylaxis 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 a cupboard in the first aid room.
- First aid kits will also be available to use for camps, excursions and sporting events.
- A supply of medication for teachers will be available in the office.
- All injuries or illnesses that occur during class time will be referred to the administration staff that 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. A doctor will treat more serious injuries. Parents will be contacted.
- Any children with injuries involving blood must have the wound covered at all times.
- 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.
- All teachers have the authority to call an ambulance in an emergency.
- All school camps must have a Level 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 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 matter relating to first aid will be communicated to staff at the beginning of each year.
- Staff will be serviced regularly on practices relating to the needs of our children e.g. diabetes, asthma, and allergies.

Medication Procedures

- Children returning to school after an illness and require medication must complete the Medication Request Form in the office which requires the name of the medication and dosage. This is to be completed by the parents/ guardians.

- Any medication given by a doctor and to be administered by the school must be in the original packaging with the child's name and the dosage clearly marked. A Medication Request Form is to be completed by the parents/guardians. Medication is kept in the office.

- If children require any over the counter medication, e.g. Panadol, cough syrup etc. parents must sign a Medication Request Form and have clear instructions and the child's name on the packaging.

- Anaphylaxis management plans and serious Asthma or Allergy plans will be displayed in the First Aid room and staffroom.

- Children on medical plans will have their action plan and medication stored in the school office. Each child will have their own container clearly labelled and has a copy of their action plan and medication. The containers will be stored in a cupboard labelled 'Student Medical Boxes'.

- EpiPens will be carried by teachers for relevant students in the First Aid bag on yard duty and when the child is on an excursion/sport.