

# First aid

## POLICY

### **Rationale:**

The provision of primary first aid to staff and students is part of the duty of care of the school.

### **Aim**

- To provide adequate primary first aid treatment and care where appropriate.
- To notify parents and/or emergency care givers as soon as possible where necessary.

### **Implementation**

- The First Aid Co-ordinator is in charge of the daily monitoring of the operation of the first aid policy and will provide guidance to staff where appropriate.
- ES staff and the First Aid trained staff will be responsible for the daily provision of First Aid to students during breaks. During class times students will be managed by office staff who are trained in first aid
- An alphabetical register of students with medical problems (including asthma) will be maintained in the First Aid Room. This will be called the *Student Emergency Medical Data* folder. This will be updated at least once a term.
- All accidents must be reported in full on the *Injury Report form* located in the *First Aid Book* kept in the First Aid Room.
- Yard duty staff will be responsible for initial first aid treatment. Portable first aid kits are provided for this purpose and will be taken into the grounds by all teachers on duty.
- In some instances treatment may be necessary in the First Aid Room. Students left in the First Aid Room will be monitored on a regular basis according to the injury. When students are left in the First Aid Room, the principal, business manager or office staff will be notified
- As a general rule medication should not be given by staff to students. Students may administer their own medication where permission and clear instructions are sent by parents to school. First Aid staff may assist students to take medication, where written permission and clear instructions are provided. Parents should complete the school's *Medication Form*. Medicines to be taken by students at school must be placed in the locked cupboard in the First Aid room. The key to this cupboard will be kept in the First Aid room. Where staff supervise students to take medication all details will be recorded in the *Student Medication Record*. e.g Date, student's name, type of medication, dose, assisting staff member, comment, etc.
- Minor cuts and abrasions should be treated by the yard duty teacher or by teachers in classroom after lunch or recess. Unless the injury is serious children should not be sent to

the sick bay during lessons. Where required, assistance may be sought from the principal, business manager, or office staff.

- Where spillage of blood or other bodily fluids is concerned first aid providers will always use the latex protective gloves provided.
- Blood spills on the floor or ground must be cleaned up as soon as possible using hypochlorite (White King or similar bleach). See Appendix 1 Section 4.5.9.9 *Blood Spills. Schools of the Future Reference Guide.*
- In case of minor head injuries local treatment may be appropriate. The ***Injury Notification*** form located in the sick bay must be filled in and given to the students to be passed on to parents. Parents are always called when they receive a knock/blow to their head in any manner. Parents are then given the option if they would like to pick up their child.
- The principal, or another senior member of staff should be consulted before parents or emergency care givers are notified. In an emergency no consultation is required.
- Parents and/or emergency care givers will be notified where a child cannot reasonably be expected to remain at school. The early departure of students will appear directly on the teachers Sentral roll once a parent has signed their child out via the Sentral computer in the office foyer. The parent prints out an early departure slip and signs the form. We file these in our Early Departure Folder kept in the office
- The Edusafe Incident Notification form online should be completed and the appropriate WorkCover documents should also be completed as soon as possible.
- In the case of more serious head injuries parents and/or emergency care givers should be notified immediately. Administration and office staff are available to assist with this. Where necessary an ambulance or other medical assistance should be called for immediately.
- In case of suspected broken bones the accident victim should not be moved until appropriate advice is received.

#### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle. Annual review of implementation of policy. Check to see that all necessary documentation is complete, and *Injury Report Forms* completed. The *Student Medical Emergency Data* should be updated at the start of each year

#### **Reference**

*Schools of the Future Reference Guide.* September 1996 Section 4.5  
*Student Health* .18pp. Section 4.5.7 Gives details about students with asthma/asthma management.  
Asthma Policy and Action Plan  
Table of Infections Diseases for exclusion from school.

This policy was last ratified by School Council in....2016