



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 with Level 2 First Aid qualifications.

Implementation:

- At the start of each school year, all staff will be instructed on First Aid procedures.
- All staff are to be trained in and accredited with a Level 2 First Aid certificate, and up-to-date CPR, asthma and 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.
- Supervision of the First Aid room will form part of the daily yard duty roster. A staff member will monitor any children in the First Aid room.
- 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 staff member on duty in the First Aid room.
- A confidential and up-to-date register (located in the First Aid room) will be kept of injuries or illnesses experienced by children that require first aid.
- Staff will be provided with a supply of disposable protective gloves to use when administering first aid.
- Staff members on duty will treat minor injuries, whilst more serious injuries may require treatment by a doctor and parent notification.
- No medication (including headache tablets) will be administered to children without the express written permission of parents/guardians.
- Parents of all children who have received first aid treatment, will obtain a completed form indicating the nature of the injury, treatment given, and the name of the staff member who administered the first aid. For more serious injuries/illnesses, parents/guardians will be contacted, so that professional treatment may be organised. Any injuries to a child's head, face, neck or back will be reported to parents/guardian.
- 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, that is deemed greater than 'minor', will be reported in the CCI (Catholic Church Insurance) Accident Book – located in the First Aid Room.

- Parents of ill children will be contacted to take their children home.
- Parents who collect children from school for any first aid reason (other than an emergency) must sign the child out of the school in a register maintained in the school office.
- All staff have the authority to call an ambulance immediately in the case of an emergency. If the situation and time permit, a teacher may confer with others 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 excursions and camps, along with a mobile phone.
- All children attending camps or excursions will provide a signed medical form outlining 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 are to be taken on camps and excursions.
- All children, especially those with a documented asthma or anaphylaxis management plan, will have access to their medication 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, requests for updated first aid information will be sent home, including requests for any asthma management plans, anaphylaxis management plans and high priority medical forms. Information to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year, will be available on Cana website.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year and through Staff Meeting within the year.

This policy was last reviewed in 2019.