



# Carrum Primary School 3385

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## **First Aid Policy**

### **Rationale:**

All students, staff and visitors to Carrum Primary School 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 Provide First Aid certificate (previously Level 2 first aid certificate) and to ensure there is always a first aid officer on duty.

### **Implementation:**

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a Provide First Aid (previously Level 2 first aid certificate), and with up-to-date CPR 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 locked cupboard in the first aid room. First aid kits will also be available in each wing of the school, as well as the staff room and administration offices.
- Supervision of the first aid room will be carried out by designated staff.
- 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 teacher on duty and/or first aid person.
- An up-to-date log book located in the first aid room will be kept of all injuries or illness experienced by children that require more than minor first aid.
- 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.
- Minor injuries only will be treated by staff members on duty, while more serious injuries- including those requiring parents to be notified or suspected treatment by a doctor – require a trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians. A medical authority form must be completed by parents in the school's Medication register located in the office.
- Parents of children who receive more critical first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For even more serious injuries/illnesses (requiring level II first aid intervention), 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.

- 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 the an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than “minor” will be reported on DE&T Accident/Injury from LE375, and entered onto CASES.
- Parents of ill children will be contacted to take the children home.
- Parents of children with head injuries will be contacted.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- 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.
- Schools can also contact NURSE-ON-CALL (1300 606 024) to receive advice. This service provides immediate, expert health advice from a registered nurse and will be displayed in the First aid room.
- All school camps and excursions will have at least 1 Provide First Aid (previously Level 2 first aid certificate) trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone as per DET Guidelines.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children, especially those with a documented asthma and anaphylaxis management plan, will have access to Ventolin and a spacer and an autoinjector (eg. Epi-pen) 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, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.

#### **Evaluation:**

- This policy will be reviewed as part of the school’s three year review cycle.

**This policy was ratified by School Council on 16/05/2017  
Due for review June 2020**