



## St. Bernadette's Primary School

# 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.

### Goals

- 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 Level 2 First Aid Certificate.

### Implementation

At St Bernadette's we have made a commitment to the individual needs of each student by providing:

- A sufficient number of staff (including at least one administration staff member) to be trained to a Level 2 First Aid Certificate, and with up-to-date CPR 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 the first aid room.
- All staff are supplied with First aid kits at the beginning of the year and are refilled by individual staff at their discretion.
- All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty and if required sent into the first aid room for treatment by administration and / or a staff member.
- All injuries or illnesses that occur during class time will be referred to the administration staff and / or a staff member who will manage the incident.
- All injuries where first aid is considered necessary will be reported in N-forma under N-Aid
- An up-to-date register of injuries and illnesses and conditions is displayed in the classroom, first aid room and canteen.
- 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 Level 2 first aid 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 written permission of parents or guardians.
- Parents of all children who receive first aid, when considered necessary, 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 more serious injuries/illnesses/conditions, the parents/guardians must be contacted by the administration staff and / or a staff member so that professional treatment may be organized. Any injuries to a child's head, face, neck or back must be reported to parents/guardians.
- 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, 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 recorded in N-forma and a copy given to parents.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a registered maintained in the school office.
- All staff have 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.
- 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 camps, excursions and sports along with a mobile phone.
- All children attending camps or excursion 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 the documented asthma management plan, should have access to Ventolin and a spacer at all times, as per their individual Asthma plan.
- The administration staff member is 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, request for updated first aid information will be sent home including request for any asthma management plans, anaphylaxis 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 organizational 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**

The application of this policy will be monitored regularly. The policy will be reviewed as part of the school's review cycle to ensure effective delivery and outcomes.

**Reviewed by:** Sally Kearney and Diana Rinaldi 2016

**Review:** 2019