



## RATIONALE

In caring for the welfare and safety of students and staff at the school, the administering of first aid and its organisation shall be arranged and monitored. The ability to provide first aid in the case of accident or illness is essential..

## AIMS

- To provide first aid for all students and staff at school or while engaged in school activities.
- To provide the opportunity for all staff to be trained or updated in first aid qualifications.
- To supply and maintain basic first aid materials and equipment.
- To ensure the health and safety of staff in the administering of first aid.

## IMPLEMENTATION

- All staff will be provided with information on the administration of basic first aid. Some staff members to hold current first aid qualifications.
- Staff are required to administer first aid when necessary within the limits of their skill, expertise and training as part of the duty of care owed to students.
- First aid qualified staff to be rostered for First Aid Duty during recesses.
- In the classroom, the teacher in charge attends to minor accidents or injuries at the time.
- First aid materials will be provided for use in the sick bay and modules. Portable kits will be available for excursions, camps, yard duty, etc.
- Staff undertaking excursions/camps outside of school grounds must take a first aid kit and a mobile phone.
- Student name tags containing medical information and emergency phone numbers are to be worn by children on excursions.
- All injuries and treatment are recorded in the register in the First Aid Room.
- There will be notification of significant accident/illness to parents where necessary by staff on sick bay duty. All head injuries will be notified by phone where possible.
- In an extreme emergency an ambulance will be called by staff on duty. Parent/Guardian will be informed as soon as possible.
- Parents are to inform the school of any chronic medical condition suffered by their child and to give written details of symptoms and current treatment.
- At the beginning of each school year parents are to complete a medical form for any child who suffers from asthma or other chronic illness. Copies to be given to classroom and specialist teachers and kept in the Sick Bay. Forms are kept in the Asthma Register or Medical Records Register in the office.
- The Asthma Register is to be consulted during an asthma attack and the child's asthma plan to be strictly followed.
- Parents are to inform school administration of current phone numbers and emergency contacts. They are to be notified of any serious accident or illness.
- The Sign-out Book must be signed by parent/guardian when collecting a sick or injured child.
- First Aid duty staff will only administer medication to children when parent permission is provided by way of Medication Request form and kept at the office. (Refer Medication Policy.)
- Headlice (DEECD Guidelines): *Students with live head lice will be excluded from school until the child has been treated and there are no visible lice. Parents of students with suspected head lice eggs will be notified in writing. Students may return to school after treatment has commenced. The school will endeavour to provide appropriate support with this welfare issue. (Principal to approve this.)*
- Staff are to take precautions to ensure their own health and safety when administering first aid. Gloves, face masks and disinfectant are supplied for use when necessary.
- DE&T directives must be adhered to at all times.

The First Aid Co-ordinator is responsible for the purchase of first aid materials and the implementation and evaluation of the policy.

## EVALUATION

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