FIRST AID POLICY

RATIONALE
Princes Hill Primary School recognises that 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.

PURPOSE
1. To administer first aid to children when in need in a competent and timely manner
2. To communicate children’s health problems to parents when considered necessary
3. To provide supplies and facilities to cater for the administering of first aid
4. To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

IMPLEMENTATION
Qualification and Training
1. A sufficient number of staff according to DEECD OH&S Guidelines (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications
2. 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
3. General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering individual medical action plans will also be given at that time.

Resources
1. 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
2. A supply of medication for teachers will be available in a locked drawer in the general office
3. 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
4. There is a documented procedure available for managing medication at Princes Hill Primary School

Procedures
1. Any children in the first aid room will be supervised by the staff member on duty
2. 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 staff member on duty in the first aid room
3. An up-to-date log book, located in the first aid room, will be kept of all injuries or illnesses experienced by children that require first aid.

4. Minor injuries only will be treated by staff members on duty, while more serious injuries, including those requiring parents to be notified or treatment by a doctor, require a level 2 first aid trained member to provide first aid.

5. Any children with injuries involving blood must have the wound covered at all times.

6. No medication, including headache tablets will be administered to children without the express permission of parents or guardians.

7. Parents of all children who receive 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 more serious injuries/illnesses, 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 also be reported by phone to parents/guardians.

8. 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 reported on DEECD CASES21 Student Accident/Sickbay program and submitted centrally.

9. Parents of ill children will be contacted to take the children home.

10. 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 general office.

11. All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.

12. All children with ongoing, recognised health issues, must have an up-to-date documented management plan.

13. Any medical management plans of students are to be made available to all relevant staff.

**Camps and Excursions**

1. A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.

2. 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 kept at school.

This policy is to be read in conjunction with the Anaphylaxis Management Policy.

**Review**

This policy will be reviewed in 2014.