

Yarrabah School

FIRST AID

POLICY

Rationale:

- To ensure the school community understands our school's approach to first aid for students.
- 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 trained with a level 2 first aid certificate.

Implementation:

- First aid for anaphylaxis and asthma are provided for in our school's:
 - *Anaphylaxis Policy*
 - *Asthma Policy*
- Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.
- The Principal will ensure a sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A supply of basic first aid materials will be stored in the Administration office.
- First aid kits will also be available in each classroom, and administration offices.
- First aid kits will be taken to all excursions, and available to yard duty staff.
- Admin staff will be responsible for maintaining all first aid kits. 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 class teacher and administration.
- A confidential up-to-date file will be kept of all injuries or illnesses experienced by children that require 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.
- All injuries will be treated by a-level 2 first aid officer including those requiring parents to be notified or suspected treatment by a doctor
- Any children with injuries involving blood must have the wound covered at all times.
- No medication, will be administered to children without the express written permission of parents or guardians /and a copy of a prescription/or original container presented to the office staff.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.

- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Parents of all children who receive first aid will be contacted.
- 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 Department of Education and Training (DET) Accident/Injury form LE375, and entered onto CASES21. and or Edusafe
- 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 via electronic register maintained in the school office.
- The administration has the authority to call an ambulance immediately in an emergency.
- All school camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- 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 management plan, will have access to Ventolin and a spacer at all times.
- All children with a documented Anaphylaxis management plan, will have access to an Epi Pen.
- A member of staff/OH&S Coordinator 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 kits.
- 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.

Further information and resources:

Health Care Needs 2018

Anaphylaxis Management 2018Asthma 2017

Blood Spills 2015

Diabetes 2016

Gastroenteritis 2016

Health and Wellbeing 2016

Hepatitis B 2016

Injuries to Students 2017

Medication 2018

Evaluation:

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

This policy was last ratified by School Council in....

April 2018

Revision Record

Date	Version	Revision description
June 2012	1.1	
7/03/2018	1.2	Rationale - first dot point added Implementations – first 3 dot point added Implementation – dot point 15,16,17 added Further information and resources - added
19/4/2018		Ratified