

FIRST AID POLICY

This policy was last ratified by School Council on **April 2015**

RATIONALE

All staff and students at Buninyong Primary School including the Scotsburn Campus have the right to have access to First Aid treatment whenever necessary. Buninyong Primary School has a duty of care to ensure that First Aid is responsibly administered and organised so as to ensure the safety and wellbeing of all students, staff and community members.

GENERAL PRINCIPLES

- ◆ To administer first aid to children/staff 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.

This policy should be read in conjunction with the Medication, Camps and Excursions Policies.

IMPLEMENTATION

- ◆ 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. The school will maintain a register of this.
- ◆ 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.
- ◆ First aid kits will be available in each area of the school.
- ◆ The first aid duties will be organized to suit the school's needs. One staff member will be nominated daily for treatment of minor injuries.
- ◆ All injuries or illnesses that occur during class time will be referred to the First Aid 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 in the first aid room.

- ◆ A confidential up-to-date register located in the first aid room 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.
- ◆ 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.
- ◆ Where the injury or illness is beyond the scope of basic first aid and requires further treatment, the school will first contact the parents or emergency contacts in addition to emergency medical advice if required. In the circumstance where no contact person is available, the school will call an ambulance to transport the child to appropriate care. In the absence of a parent / guardian a school staff member will travel with the child.
- ◆ 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 or phone 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, the parents/guardians must be contacted so that professional treatment may be organized. Any injuries to a child’s head, face, neck or back must be reported to parents/guardians.
- ◆ 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 teachers 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, along with a mobile phone.
- ◆ All children, especially those with the documented asthma management plan, will have access to Ventolin and a spacer at all times.
- ◆ All teachers will be supplied with basic First Aid Kits. It is the responsibility of the classroom teacher to ensure that their kit is re-stocked as necessary.
- ◆ All teachers must carry their First Aid kit when on yard duty, and wear a yellow jacket so as to be easily recognised by children in the school yard.
- ◆ 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, request for updated first aid information will be sent home including request for any asthma and 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 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 and EpiPens will also be given at that time.

EVALUATION

This policy will be reviewed annually.

ASSESSMENT OF FIRST AID AT BUNINYONG

Buninyong Primary has students from 5-12 years Prep- Grade 6	Majority of accidents/ injuries occur in the playground.
First Aid room located in main building	A First Aid trained staff member will be in the first aid room at recess and lunchtime.
All staff with First Aid Training have Level 2 First Aid	11 Staff members at Buninyong Primary School have Level 2 First Aid
First Aid supplies	Purchased by Kathleen Cassell in main Office.
Check First Aid Supplies	All First Aid supplies are checked by Kathleen Cassell and Noelene Vagg
All Epipens situated in main office Epipen expiry dates are checked on a regular basis.	Kathleen Cassell
All emergency Phone numbers for students	Green Folder First Aid Room Backup folder in the main office.
Excursion and Camp First Aid Supplies	Packed and supplied by Noelene Vagg
All asthma and epipen students details are situated in First Aid room and main office	