

COATESVILLE PRIMARY SCHOOL

First Aid Policy

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1. Purpose:

- To administer emergency treatment and life support for staff, students and visitors when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide resources and training to cater for the administering of first aid.
- To encourage preventative measures to minimise emergencies and promote safety.

2. Guidelines:

2.1 Executive memorandum 433 and School Operations manual will form the basis for this policy.

2.2 .The Principal will ensure that a sufficient number of staff is First Aid trained.

2.3. A first aid room will be available for use at all times.

2.4. First Aid kits will be available throughout the school.

2.5. Supervision of the first aid room will be provided by the School First Aid Officer. Any children in the first aid room will be supervised by the office staff at all times and includes closed circuit surveillance of the first aid room. Students waiting to be collected should be under supervision at the office.

2.6. A confidential up-to-date register, will be kept of all injuries or illnesses experienced by children that require first aid. This register will be kept securely overnight within the locked first aid room.

2.7. 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.

2.8. 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 Senior Certificate first aid trained staff member to provide first aid.

2.9. No medication (except for Asthma puffers,) including headache tablets will be administered to children without the express permission of parents or guardians.

2.10. Any serious injury will be reported to the appropriate authorities.

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

2.12. 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 school office.

2.13. The First Aid officer on duty has the authority to call an ambulance immediately in an emergency All school camps will have at least 1 Senior Certificate first aid trained staff member at all times.

2.14. A comprehensive first aid kit will accompany all camps, along with a mobile phone.2.15. 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.

2.16. Students with asthma should have an asthma plan developed which will be kept at the school.

- 2.17. The School First Aid officer 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.
- 2.18. The school will request medical information at the commencement of each year.
- 2.19. 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, epipens, diabetes management and other persistent medical conditions will also be given at that time.
- 2.20. It is recommended that all students have personal accident insurance and ambulance cover.

3. Implementation

- 3.1 The Professional Development Coordinator will ensure that appropriate staff (including at least 1 administration staff member) is trained to a Senior Certificate first aid certificate, and has up-to-date CPR qualifications
- 3.2 .A comprehensive supply of basic first aid materials will be stored securely in the first aid room.
- 3.3. First aid kits will also be available in each wing of the school, as well as the staff room/yard duty and administration offices.
- 3.4. Any student who has an accident or illness during class time may be referred to the Level First Aider and if deemed necessary, will be escorted to the office and parents contacted. Incidents during lunch and /or recess will be dealt with by the teacher on duty or the first aider on duty.
- 3.5. All incidents attended by the First Aid Officer on duty will be recorded into the First Aid register
- 3.6. Any injuries to a child's head, face, neck or back must be reported to the First Aid Officer on duty and parents/guardian notified if necessary.
- 3.7. 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 DE&T Incident Notification Form on CASES 21.
- 3.8. First Aid Officer will call an ambulance for serious cases.
- 3.9. 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 signed medical forms are to be taken on camps and excursions, as well as kept at school.
- 3.10. All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- 3.11. 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