

Rationale:

- All students, staff and visitors 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 those in need within the limits of the skill, expertise and training of the First Aider.
- To communicate students' health problems to parents when considered necessary via a First Aid Notification form or by phone if a head injury occurs.
- 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 accreditation.

Implementation:

- 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 First Aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the cupboard in the First Aid room.
- Basic First Aid kits will be supplied to each classroom.
- Supervision of the First Aid room will form part of the daily yard duty roster. A staff member will be rostered in the First Aid room, which will be supervised by this staff member at recess and lunch times.
- Staff on yard duty will be provided with First Aid cards which are distributed to students requiring First Aid treatment. These are taken to the First Aid room.
- 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.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by students that require first aid.
- Parents/guardians of all students 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 will be contacted by staff so that professional treatment may be organised. Any injuries to a child's face, head and neck that are considered to be greater than a minor injury will be reported to parents/guardians and recorded on CASES21 Accident and Injury form.
- 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.
- Injuries requiring First Aid will be treated by staff members on duty, whilst more serious injuries- including those requiring parents to be notified or referral to a doctor will be treated by a staff member with a Level 2 qualification. The principal will also be notified.
- All reported head injuries require the First Aid Officer to notify immediate next of kin.
- Any students with injuries involving blood must have the wound covered at all times.

- Any person who leaves the school or who is administered treatment by a doctor, ambulance officer or at hospital as a result of an injury, or has an injury to the head, face, back or neck or where a teacher considers the injury to be requiring secondary aid will be reported on Edu safe for adults and onto CASES21 injury form for students.
- Parents/guardians of ill students will be contacted to take the child home.
- Parents who collect students from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- All teachers have the 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.
- When an ambulance is called, if the parent or guardian is not available to travel with the student, a staff member will fulfil this role.
- It is the responsibility of the parent/guardian to cover the cost of ambulance travel should this be required and the parent does not have ambulance cover.
- All school camps will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit and mobile phone will be taken on all school camps and excursions.
- All students, especially those with a documented health management plan, will be able to access their medication and a staff member who can administer these at all times.
- A designated member of staff is 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, requests for updated First Aid/medical 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.

EVALUATION:

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

Tis policy was ratified by School Council on March 23rd 2017

School Council President

FIRST AID POLICY

CHILDREN WITH SPECIAL NEEDS POLICY

This policy is an addition to the First Aid Policy

Rationale:

Some children attending Kingsbury Primary School will have a medical condition that will require care beyond the usual operating procedures of the school. Each child's situation will be treated individually. The following process is to be used as a guideline in developing a management plan suitable to the level of need.

Guidelines:

1. Identification: The parent is to notify the school when the child is enrolled or develops the medical condition.
2. Identify the Level of need: in partnership, the parent and school representative will ascertain the extent of the condition and the level of need.

Is a specific management plan required?

If NO- The class teacher is notified.

Follow standard First Aid guidelines

If YES- Develop an Individual Management Plan. The support group is to include the parent, school personnel such as the Principal and the Welfare Officer and the relevant medical personnel who may already be supporting the student and family.

3. Implement the following guidelines in the development of the Individual Management Plan
 - i. Identify risk. Include special factors such as food risk or other allergy. This may include notifying peers in the grade.
 - ii. Document and communicate the Action Plan including any Emergency Procedures.
 - iii. Implement staff awareness and training procedures.
 - iv. Implement Casual Relief teacher awareness.
 - v. Implement timing of notification- for new enrolments this may be done prior to school commencement.
 - vi. Notify subsequent teachers, peers.
 - vii. Notify Before and After School Care.

The Individual Management Plan will be documented and published as per the requirements of the support group. It will be located in the First Aid Room and will also be flagged in the Yard Duty folder.