

4.6 FIRSTAID POLICY

RATIONALE

Students, staff and visitors have the right know that they will be attended to with due care when in need of first aid.

AIMS

- To ensure that Oakleigh Primary School has the necessary resources and training to provide effective initial treatment in the event of sudden illness or injury to students, staff and visitors.
- To administer first aid in a competent and timely manner.
- To communicate student's health problems to parents when considered necessary.

IMPLEMENTATION

- At least 3 staff members will hold a current Certificate 2 First Aid Certificate 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 first aid room.
- Any students in the first aid room will be monitored by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to the administration staff. 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 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.
- The school will ensure that adequate hygiene practises will be followed.
- In cases of serious (where it is suspected that evaluation by a doctor is needed or parent notification is required), a staff member with a current Certificate II will provide first aid. Minor injuries only will be treated by staff members on duty.
- No medication, including headache tablets, will be administered to students without the express written permission of parents or guardians.
- Parents of all students who receive first aid for a significant injury or illness will be advised of the nature of the injury or illness, any treatment given, and the name of the staff member providing the first aid. For more serious injuries/illnesses requiring professional medical treatment during the school day, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to students' head, face, neck or back must be reported to parents/guardian/emergency contact.
- The following types of injuries will be reported on DEECD Accident/Injury form LE375, and entered onto CASES and Worksafe (if applicable): Any student who
 - is collected from school by parents/guardians/emergency contact as a result of an injury
 - is administered treatment by a doctor/hospital or ambulance officer as a result of an injury
 - has an injury to the head, face, neck or back, or where a staff member considers the injury to be greater than "minor".
- Parents of an ill student will be contacted to take the student home.
- Parents who collect a student from school for any reason (other than emergency) must sign the student out of the school in a register maintained in the school office.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.

- All school camps will have at least one Certificate II first aid trained staff member in attendance at all times. A first aid kit and mobile phone will accompany all camps.
- Parents/Guardians of all students attending camps will provide a signed consent form providing medical details and authorising teachers 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 as well as kept at school.
- Parents/Guardians of all students attending excursions will provide a signed consent form authorising teachers to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on excursions as well as kept at school.
- All prescribed medicines eg: anaphylaxis pens will be collected by and the responsibility of the Teacher-In-Charge of excursions and camps.
- All students, especially those with a documented asthma management plan, will have access to Ventolin at all times.
- A designated staff member will 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, requests for updated first aid information will be sent home including requests for any asthma, diabetes 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.
- Parents/guardians are required to ensure that they keep the school informed of current contact details concerning students, keep the principal informed of current medical condition and appropriate history of students and inform the school in writing of any prescribed medication that students need to take in school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks.
- 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, diabetes and anaphylaxis medication will also be given at that time.

Approved By	School Council
Date Ratified	May 2014
Responsible for Review	Assistant Principal