

TALBOT PRIMARY SCHOOL

FIRST AID POLICY

Rationale:

- All children have the right to feel safe and well, knowing 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:

- All staff, both teaching and non teaching, will be offered the opportunity to complete level 2 first aid training and CPR qualifications.
- A comprehensive supply of basic first aid materials will be stored in a secure, readily accessible location.
- All injuries or illnesses that occur during class time will be referred to the principal/administration 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.
- An up-to-date log book located in the office will be kept of all injuries or illnesses experienced by children that requires more than basic first aid.
- A medical alert folder listing both students and staff will be kept with the first aid materials and updated at the beginning of the year.
- 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 will be referred to off duty members of staff, usually the Office Manager or Principal
- Any children with injuries involving uncontrolled bleeding must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
- Parents of all children who receive more than basic first aid will receive a phone call indicating the nature of the injury and any treatment given. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- The following incidents will be entered into CASES21: any student who is collected from school by parents/guardians as a result of an injury, any child who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, a child who has an injury to the head, face, neck or back, any child who suffers an injury that the teacher considers to be greater than "minor".

- Parents of ill children will be contacted to take the children home when this is considered to be the most appropriate action.
- Parents who collect children from school for any first aid related 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.
- All school camps and excursions will have a trained Level 2 first aid staff member.
- A comprehensive first aid kit will accompany all excursions and 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.
- Medical forms must include secondary emergency contact names and numbers.
- All children with a documented asthma management plan, will have access to Ventolin and a spacer at all times. Ventolin will also be available to other students if required.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits and cold compresses.
- 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.
- All staff will be trained in the use of epi-pen in the course of their first aid training. Students Anaphylaxis management will be on display in the staffroom. Students with Anaphylaxis will carry their own epi-pen at all times. The school will also keep a spare epi-pen in the office. Management cards will be provided for staff to carry at all times.
- All major incidents will be logged with Emergency Management.

Responsibility:

- It is the responsibility of principals to ensure their staff are aware of this policy and to provide each of them with a copy. It is the responsibility of individuals to abide by this policy

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...

2016

Principal's signature: _____

School Council President's signature: _____

Date: _____