



First Aid POLICY

Rationale:

All children 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 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:

- 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. Full list of trained staff in sick bay, staff room and various stations throughout the school
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room. Full list in OHS policy.
- All injuries or illnesses that occur during class time will be referred to the first aid person who will manage the incident, all injuries or illnesses that occur during recess or lunch breaks, will be referred to the first aid person. Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help within their level of competency.
- Basic portable first aid kits are provided for staff on Yard Duty.
- An up-to-date log book 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.
- 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 express written permission of parents or guardians.
- For the more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- 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 and entered onto CASES. Adult injuries will be entered onto the People Soft website.
- 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 notify in person 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.
- 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.
- 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, 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.

BLOOD SPILLS

Standard hygiene precautions and the correct management of blood spills and other body fluids minimise the risks of transmission of infectious diseases including bacterial and viral infections.

Aims:

To provide a school environment that uses safe practices in response to blood spills and other body fluids.

Implementation:

- Staff at our school will be trained in standard infection control procedures and first aid.
- Charts displaying standard infection controls will be prominently displayed in appropriate places around the school.
- The school will provide adequate first aid equipment including protective barriers such as disposable gloves, antiseptics and disposable Expired Air Resuscitation face masks.
- The school will provide an adequate first aid room with warm water, pump action antiseptic soap, disinfectant (Milton TM), detergents, disposable wet wipes, heavy duty rubber gloves, disposable latex gloves and paper towel, plastic sealable garbage bags and sharps dispensers.
- All blood or body fluid spills will be attended to by a staff member immediately.
- All children who are bleeding must be treated in the first aid room, unless inappropriate to do so.
- The 'blood rule' in sports and recess/lunch times will be adhered to. [Students will attend the First Aid room for attention.]
- All blood or body fluid spills to be completely cleaned according to standard infection control procedures, including the sealing of all disposable materials into a plastic sealable garbage bags for disposal, thorough washing of all instruments in a disinfectant solution, thorough wiping down of all contaminated surfaces with warm water and

disinfectant, and dispose of any contaminated replaceable First Aid items and steam cleaning of areas such as carpets.

- All wounds will be treated, dressed and covered.
- Children will not be allowed to remain in, or return to normal school activities with exposed blood or body fluids.
- The school will provide children with alternative clothing, if available, should their garments be infected with blood or body fluids or parents will be contacted to supply a change of clothing.
- All parents will be made aware if their child has been treated in the first aid room for a major blood spill, or if their child has been involved with another bleeding child.

The school will carry out routine inspections of the school grounds for dangerous objects such as discarded syringes, and will have a process in place for their removal and disposal.

Related policies:

Asthma, Anaphylaxis, Diabetes, Infectious Diseases

Evaluation:

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

This policy was last ratified by School Council on 02 August 2016