FIRST AID & MEDICATION

POLICY

RATIONALE
• All students 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 students when in need in a competent and timely manner.
• To communicate students' health problems to parents when considered necessary.
• To provide supplies and facilities to cater for the administration 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 one administration staff member) will be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications. All staff will also be offered training in asthma and anaphylaxis management each year.
• A first aid room and sick bay will be available for use at all times. First aid materials will be stored in the first aid treatment room.
• First aid kits will also be available from the sickbay and will accompany excursions, sports trips and camps.
• A daily duty roster will be organised to ensure supervision of the first aid room and sick bay. Any students in the first aid room or/and sick bay will be treated and monitored by a staff member.
• 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 teacher or E.S. staff member on first aid duty.
• A set of Red Medical Emergency Cards will be kept in a plastic folder on the wall of each classroom and also in all first aid bum bags. All staff will be reminded to use these cards to summon immediate additional assistance.
• All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with a first aid trained staff member before deciding on an appropriate course of action.
• An up-to-date register located in the sickbay will be kept of all injuries or illnesses experienced by students who require first aid.
• All staff on yard duty will carry basic first aid supplies in a bum bag provided by the designated First Aid person within the school.
• All staff will be provided with basic first aid management skills, including management of blood spills, and a supply of protective disposable gloves will be available for use by staff.
• Minor injuries (those that can be easily treated using supplies from the bum bag) will be treated by staff members on yard duty. More serious injuries including those requiring parents to be notified or suspected of requiring treatment by a doctor will be referred to a level 2 first aid trained member of staff.
• Any children with injuries involving blood must have the wound covered at all times.
• Parents or 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.
Parents/guardians will be contacted for more serious injuries/illnesses that require other than basic first aid, particularly when injuries involve children’s heads, faces, necks or backs.

- Parents/guardians of ill students will be contacted to take the student home.
- Any student who is collected from school by a parent/guardian as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of injury, or has a significant injury to the head, face, neck or back, or where a teacher considers the injury to be greater than ‘minor’ will be entered onto CASES 21 and followed up according to DEECD requirements.
- Parents/guardians who collect students from school for any reason (other than emergencies) must sign the student out of the school in a register maintained by the school office.
- If it is necessary for a child to receive occasional medication at school, the school will only administer that medication if a parent has provided signed written advice including the required dose and time. All medications must be kept at and administered through the office.
- All school camps will have at least one Level 2 first aid trained staff member in attendance at all times.
- A comprehensive first aid kit and a mobile phone will accompany all camps and excursions.
- All students attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on camps and excursions as well as kept at school.
- All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, icepacks 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 practises 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 and Epi Pens will be also given at that time.
- A folder containing a list of “medically at risk” students with chronic illnesses, allergies or conditions, with their designated class, photograph, medication procedures and emergency contact numbers will be kept in the treatment room and is available on computer (staff on server/first aid/at risk data). A simple spread sheet is also available (staff on server/first aid/at risk spread sheet). This folder of information will be presented to staff at a staff meeting early in term one.
- Casual Relief Teachers will be provided with a list of “medically at risk” students within their designated grade.
- It is recommended that all students have personal accident insurance and ambulance cover.

Staff can only make diagnoses and treat students on the basis of their very limited training and knowledge.

DEECD regulations and guidelines will direct the school’s actions and decisions in First Aid and Medication matters.

Ratified by School Council: 19th May 2014