



Strathmore
PRIMARY SCHOOL No.4612

Strive to Achieve

FIRST AID AND MEDICATIONS 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.

AIM

- 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 (DET GUIDELINES AND REGULATIONS WILL GUIDE THE SCHOOL'S ACTIONS AND DECISIONS)

- The Assistant Principal will coordinate student welfare across the school and will ensure that a sufficient number of staff (including at least one administration staff member) will hold a current Lv.2 First Aid Certificate together with up to date CPR qualifications.
- All staff will undertake 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 be available from the first aid treatment room 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 ES 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. Separate blue cards are kept for Anaphylactic incidents.

- Any staff member has 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 Co-ordinator within the school.
 - All staff will be provided with basic first aid management skills, including management of blood spills.
 - A supply of protective disposable gloves will be available for use by staff in bum bags and treatment room.
 - Minor injuries, i.e. those that can easily be treated using supplies from the bum bag, will be treated by staff members on yard duty. More serious injuries, including those requiring parent contact and/or medical treatment will be referred to a Lv.2 first aid trained staff member.
 - Any children with injuries involving blood must have the wound covered at all times.
 - Parents/guardians of students who attend first aid will receive a duly completed Illness/Injury Parent Notification detailing the nature of the injury, treatment given and the name of the staff member providing first aid assistance. 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 DET guidelines.
 - Parents/guardians who collect students from school for any reason must sign the student out of the school using the iPad at the front desk.
 - 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 permission, including the required dose and time. All medications, other than asthma puffers and epipens, must be kept at and administered through the office.
 - A fully trained paramedic will be in attendance at all school camps.
 - A comprehensive first aid kit and a mobile phone will accompany all camps and excursions.
 - All students attending camps/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.
 - Epipens will also be available at school camps and excursions in the event of an Anaphylactic incident.
 - A staff member 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 spreadsheet 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 limited training and knowledge.

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

EVALUATION

This policy will be reviewed as part of the school’s on-going review cycle. It is anticipated that the policy will be reviewed after four years of implementation, however, changes as deemed necessary by the school’s leadership and/or changes in Departmental terminology may necessitate that the policy is reviewed at an earlier time.

THIS POLICY WAS LAST RATIFIED BY SCHOOL COUNCIL ON AUGUST, 2017