



FIRST AID POLICY

Rationale

All students have the right to feel safe and know that they will be attended to with due care when in need of first aid.

Aims:

- To ensure that first aid to students is provided when in need, in a competent and timely manner.
- To communicate students' health requirements between parents and the school when considered necessary.
- To provide supplies and facilities to cater for the administration of first aid.
- To maintain knowledge and capacity of staff to provide first aid.

Implementation

Training

- The school provides first aid training to all teachers and integration aides.
- A sufficient number of staff to be trained to a Level 2 first aid certificate and with up-to-date CPR qualifications. Training will be organised every year for CPR and every three years for Level 2 first aid, by the Deputy Principal.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.
- Staff will receive two Anaphylaxis briefings each year.

Sick Bay and Supplies

- An unlocked, Sick Bay will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in an unlocked cupboard in the Sick Bay.
- ESOs (Education support Officers) are to inform Office Administration Staff when first aid supplies are required and are responsible for the general upkeep of the Sick Bay.

First Aid

- The administration of any medication will be in accordance with the St Joseph's Wonthaggi Medication Policy. A Medication Administration Authority Form must be completed by parents before any medications can be administered by staff.
- No medication including headache tablets will be administered to students without the express written permission of parents or guardians.
- All medication administered to students will be recorded in the Illness/Injury Parent Notification pad or on the Asthma Medication Administration Record, kept in the Sick Bay.
- Parents of ill students will be contacted to take the students home. If parents cannot be contacted the nominated emergency contact will be called. If a student sustains an injury to the head, parents will be contacted as soon as possible and asked to collect the child.
- All injuries or illnesses that occur during class time will be referred to the office where they cannot be managed within the classroom setting.
- Simple injuries that occur during the recess and lunchtime breaks will be attended to by yard duty staff where possible. Injuries which necessitate cleaning a wound or are of more serious nature will be referred to the Sick Bay by the teacher on Yard Duty where an ESO will be on duty.
- Any students with injuries involving blood must have the wound covered at all times. A supply of protective disposable gloves will be available for use by staff.
- All teachers have the authority to call an ambulance immediately in an emergency.
- Any teacher calling an ambulance must notify the parents and the school office staff.

Certain signs or symptoms may indicate the need to seek further medical help, usually by calling an ambulance, these would include:

1. Any loss of consciousness
2. A less than alert conscious state
3. Any suspicion of fracture
4. An injury to the eyes or ears
5. Any penetrating injury
6. Any open wounds

Please refer to Ambulance Attendance Policy.

Communication and Documentation

- Students' medical details, including Anaphylaxis Action Plans, Asthma Management Plans and high priority medical forms are maintained and updated regularly through Caremonkey. Refer to Medical Records policy.
- Catholic Church Insurance Accident's forms will be kept for all serious injuries or illnesses experienced by students.
- Parents / guardians of students who received first aid will have a completed Illness/Injury Parent Notification sent home.
- For more serious injuries/illnesses, the parents/guardians must be contacted by the classroom teacher where possible, or ESO on duty so that professional treatment may be organised. Any injuries to a child's head, neck or back must be reported to parents/guardian as soon as possible.
- 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 the teacher considers the injury to be greater than 'minor', will have the incident recorded on a Catholic Church Insurance Accident's form.
- The school has personal accident insurance cover for each enrolled student.
- It is recommended that all students have ambulance cover.
- All emergencies and critical incidents must be reported to the Catholic Education Office **Emergency Management Officer** (see below).
- Parents who collect students from school for any reason (other than emergency) must sign the child out of the school in the register maintained in the school office.
- The register of accident and illnesses will be reviewed periodically by the principal or leadership team to ascertain if there is a frequency of use of particular services or if a hazard is causing persistent injuries.

Camps and Excursions

- All school camps will have at least one Level 2 first aid trained staff member.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
- 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. Signed medical forms are to be taken on camps and excursions and a copy will be kept at school.
- Parents are encouraged to discuss the needs of their child with the class teacher or the teachers organising school camps.

Anaphylaxis and Asthma

- Action Plans for Anaphylaxis for all at risk students are on display in the staffroom and Sick Bay where their epipens any other associated medication are stored. Management plans are kept in the Sick Bay Medical Notes folder and a copy of both the Action and Management plan is kept in the relevant teacher's Medical Notes, in their classroom. Refer to the St Joseph's Wonthaggi Anaphylaxis Policy.
- For students with Asthma, a completed Asthma Management Plan is kept in the Sick Bay Asthma Plans folder. Asthma medication is located in the Sick Bay or in the student's school bag.

Care of ill students

All students who become ill whilst at school will be cared for. Parents will be contacted to collect students who are too ill to be at school. While waiting to be picked up, students will be cared for in the classroom or in the school Sick Bay. Please see the Arrangements for Ill Students policy.

Reporting to the Emergency Management Coordinator

Incidents which occur during school hours, camps, excursions or outdoor adventure activities which occur during travel to or from school, involve the media, or issues of potential negligence or legal liability must be reported as required by the Diocese of Sale Catholic Education Office.

School Incident Report to CECV Industrial relations Unit

To meet the school's legal requirements under Accident Compensation Act 1985 a **School Incident Report** will be completed for each serious injury occurring during school hours, during camps or excursions or outdoor adventure activities which occur during travel to or from school, involve the media, or issues of potential negligence or legal liability.

The School Incident Report can be found on CEVN-ISS under Data Collection/School Incident Report.

This policy should be read in conjunction with the Medication Policy, Medical Records Policy, Accidents and Incidents Policy, Ambulance Attendance Policy, Blood Spills Policy, Arrangements for Ill Students Policy and Anaphylaxis Policy.

Evaluation

This policy will be reviewed as part of St Joseph's Wonthaggi's review cycle or as required.

Reviewed: February 2022
