PURPOSE

All children have the right to feel safe and well, and know that they will be attended to with care in times of need. To provide total care for our students is the responsibility of all teachers at all times. This care naturally extends to the physical (first aid) well-being of all.

GUIDELINES

- Teachers will direct children to play and work safely at all times.
- Teachers and appropriate staff members will administer first aid and or medication to children when in need.
- 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.
- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate with current CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of first aid materials will be stored in a lockable cupboard in the first aid room.
- First aid kits for excursions and camps are held in the sick bay and will be prepared for use during these out of school activities.
- First aid kits are carried by yard duty teachers, and are available in classrooms, the staff room and administration area.
- Minor injuries only, will be treated by staff members on yard duty, while more serious injuries - including those requiring parents to be notified or possible treatment by a doctor - require a level 2 first aid trained staff member to administer first aid.
- Children requiring additional treatment/observation are sent to the sick bay and monitored by a level 2 first aid trained staff member.
- Children requiring further treatment will have their parents/emergency contact person notified. If this is not possible doctor and or ambulance assistance will be requested.
- 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 on DEECD Accident/Injury form LE375, and entered onto CASES.
- Parents of ill children will be contacted to take the child home.
- Head injuries are recorded and parents are informed via a note sent home with the child. These forms must be signed by a parent and returned to school the following day. These forms are then filed at the school.

This first aid policy forms part of the medical needs policy.