

DEDERANG PRIMARY SCHOOL

"Where each child is challenged to be curious, creative and caring."

DPS FIRST AID POLICY

POLICY STATEMENT:

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. The school has procedures for supporting student health for students with identified health needs (**see Care Arrangements for Ill Students Policy**) and will provide a basic first aid response as set out in the procedure below to ill or injured students due to **unforeseen circumstances** and requiring **emergency** assistance.

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 have all members of the staff trained with a level 2 first aid certificate. School to fund.

PROCEDURE:

1. 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.
2. 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.
3. Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be provided as soon as they are known.
4. Staff (including Integration Assistants) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
5. 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.

6. All Staff are required to complete Anaphylaxis First Aid training.
 - Every student who has been diagnosed as at risk of anaphylaxis will have an individual Anaphylaxis Management Plan.
7. A first aid room or area will be available for use at all times. A comprehensive supply of basic first aid materials will be stored and maintained.
 - First aid kits will also be available in the staff room, and administration office.
 - 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.
8. All injuries or illnesses that occur during class time will be referred to the Principal or administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty.
9. An up-to-date record located in the staff room will be kept of all injuries or illnesses experienced by children that require first aid. These reports will be documented via CASES.
10. 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.
11. Any children with injuries involving blood must have the wound covered at all times.
12. No medication (including headache tablets) will be administered to children without the express written permission of parents or guardians.
13. 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 and entered onto CASES. In these instances an IRIS Incident Alert will be made by the Principal.
14. Parents of ill children will be contacted to take the children home.
15. 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.
16. All **school excursions and camps** will have at least one Level 2 first aid trained staff member at all times.
 - 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.
17. All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
 - If a student develops signs of what appears to be an asthma attack, appropriate care must be given immediately.

18. Our school provides all students with personal accident insurance as part of our annual Excursions and Activities Fee. Ambulance cover is a parent responsibility.

RELATED POLICIES AND INFORMATION:

DPS Care of Ill Students Policy

Presented to School Council 26th June 2017 and approved.

Policy review: 2019