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|  | **FIRST AID POLICY** |
| Policy reveiwed by:Kathie Arnold and Jamie Sharp  | Ratified at school council:To be reviewed:September 2021 |
| **PURPOSE:** |
| Schools must ensure that the provision of first aid is adequate for their workplace, training is reviewed annually and students will be attended to with due care when in need of first aid.  |
| **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 maintain a sufficient number of staff members trained with a level 2 first aid certificate.
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| **IMPLEMENTATION:** |
| * A sufficient number of staff to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications. A copy of this information is held in the office and with the principal.
* A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
* A confidential up-to-date register located in the first aid room will be kept for all injuries or illnesses experienced by children that require first aid. This register is to be maintained by any staff member administering first aid.
* Any children with injuries involving blood or broken skin must have the wound covered at all times.
* No medication (including headache tablets) will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form.
* All medication is to be kept in the office and administered by a member of the office staff or a qualified staff member. The medication register needs to be completed each time medication is administered.
* Parents of all children 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. For more serious injuries/illnesses like a head injury, the parents/guardians must be contacted.
* Appropriate first aid kits, supplies and equipment will be provided and are to be carried by teachers during all yard duties and on excursions
* Parents of ill children will be contacted to take the children home.
* A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone.
* All school camps will have at least 1 Level 2 first aid trained staff member at all times.
* All children attending camps or excursions will have provided a signed medical form providing medical details and granting teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. The signed medical forms to be taken on camps and excursions.
* All children attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teachers’ permission to administer the medications.
* All children with asthma, diabetes, anaphylaxis or other medical conditions requiring special medical treatment are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypokits or an adrenaline autoinjector etc needed to implement their plan at school.
* At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated asthma, diabetes, anaphylaxis and other medical management plans.
* 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.
* General organisational matters relating to first aid will be communicated to staff at the beginning of each year. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.
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| **SERIOUS INJURIES:** |
| * Every effort will be made to contact parents/guardians to inform them of a serious injury but staff members have the responsibility to call an ambulance or medical professionals if the situation is deemed serious and parents cannot be contacted.
* 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, will be reported on Department of Education Notification of an Accident/Injury form, and entered onto CASES21. It is the responsibility of the accident witness or initial first aider to fill in the accident notification and pass it onto administration staff, within 24 hours, for entry onto CASES21. (Copies of the accident notification form are available in the sick bay)
* Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and on EduSafe and reference should be made by staff to the school’s Incident Management policy. Any member of school staff who witnesses a serious injury, fatality or incident that exposed a person to immediate risk will need to provide a written account of the event to administration staff within 24 hours of the event occurring.
* All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action. If a staff member calls for an ambulance they are to let the school office know as soon as practical.

It is recommended that all students have personal accident insurance and ambulance cover. |
| **EVALUATION** |
| This policy will be reviewed with the school’s review cycle or more often if necessary due to changes in regulations or circumstances. |