



Donvale Primary School

FIRST AID POLICY

GENERAL

All children have the right to feel safe and know that they will be attended to with due care when in need of first aid. In a school setting or when participating in school sanctioned activity, student, staff or parents may be involved in an accident requiring first aid treatment. It is essential that the treatment administered to the ill or injured person be appropriate. Both the incident and first aid received needs to be documented by the school. The administration of medication is also covered in this policy.

OUTCOMES

1. Injuries and sickness are effectively and promptly treated.
2. Children with special health care needs and risks will be identified and individual strategies for ongoing management and emergencies are set in place.
3. The administration of medication is controlled.
4. Children's health problems are communicated to parents when appropriate.

IMPLEMENTATION

The Clients

This policy includes students, staff and community members working on site.

Person Responsible

The Business Manager will be responsible for overseeing the implementation of this policy in conjunction with qualified first aid staff.

Key Process

- No medication including headache tablets will be administered to children without the express written permission of parents.
- The school will follow D.E.T. regulations and procedures as listed in the Schools of The Future Guidelines 4.5 'student health' and 'student care and supervision'.
- First aid qualified staff will be rostered in the sick bay during break times.
- Parents should ensure that accurate information is on record in the office to facilitate emergency contact.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma and anaphylaxis 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.

- 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.
- Students with Anaphylaxis have their plans updated at the beginning of the year. Office staff will make sure that these plans are kept up to date and that the student's EpiPen is current.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- Consultation should occur with the Principal or Assistant Principal prior to deciding whether the home and/or external agencies will be contacted to ensure student welfare.
- Emergency transport for sick and injured students could be undertaken by a member of staff but must be organised with the Principal, Assistant Principal or other person in charge.
- All staff 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.
- Children who are ill during class time may be sent to the first aid room as long as administration staff are notified and supervision can be arranged. If the child needs to go home the administration or office staff will call the parent if the teacher is unable to do so.
- All first aid incidents (except those of a minor nature) will be recorded and action taken noted.
- A first aid room will be provided, maintained and stocked. 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.
- Staff and parents will follow medication procedures.
- Any children with injuries involving blood must have the wounds covered at all times.
- In the following circumstances a report will be written on D.E.T. accident/injury forms and entered into CASES.
 1. Any student is collected from school by parents as a result of an injury.
 2. Any student is administered treatment by a doctor/hospital or ambulance officer as a result of an injury.
 3. Any student who has a serious injury to the head, face, neck or back.
 4. Where a staff member considers the injury greater than 'minor'.
- Parents of an ill or injured child will be contacted to take the child home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of school in a register maintained in the school office.
- All school camps and excursions 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.

- The school is an accredited Asthma Friendly School and staff have professional development to maintain this.

Supporting Documents

The Welfare Policy, School Charter and Schools of the Future Guide support this policy. Completed asthma management plans and Anaphylaxis plans also afford support.

Key Resources

Supporting documents are; first aid register, student medication information, enrolment forms, individual student's asthma and anaphylaxis plans, medical conditions.

See also Appendix 1 – CASES, D.E.T. injury form