

FIRST AID POLICY

1.0 RATIONAL

The school has procedures for supporting the health for students with identified health needs (**see Care Arrangements for Ill Students Policy**) and will also 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.

2.0 PURPOSE:

- 2.1 To administer first aid to children when in need in a competent and timely manner.
- 2.2 To communicate children's health problems to parents when considered necessary.
- 2.3 To provide supplies and facilities to cater for the administering of first aid.
- 2.4 To maintain a sufficient number of staff members trained with a level 2 first aid Qualifications.

3.0 GUIDELINES FOR ACTION

First Aid Officer

- 3.1 Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s.
- 3.2 The First Aid Officer/s is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.
- 3.3 Participating in the risk management process within the school as part of the school's OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- 3.4 Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.
- 3.5 Coordinating first aid duty rosters and maintaining first aid room and first aid kits
- 3.6 Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.
- 3.7 Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.
- 3.8 Providing input on first aid requirements for excursions and camps.

The First Aid Officer/s will be available at the school during normal working hours and at other times when authorised Department programs are being conducted. Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other **staff may be required to help within their level of competency.**

4.0 PROCEDURES FOR MEDICAL TREATMENT

- 4.1 In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency.
- 4.2 In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school.
- 4.3 All accidents and injuries will be recorded on the Department's injury management system on CASES21.
- 4.4 A Record of First Aid Treatment will be kept in the Sick Bay and information recorded for all students treated in the Sick Bay. All injuries to the head are reported to Principal or Team Member in charge of First Aid and that parents/emergency contacts are contacted regarding the injury.
- 4.5 First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.
- 4.6 Portable first aid kits will be available for staff on yard duty.
- 4.7 First aid kits are to be taken on all excursions and camps

Status:

Approved by School Council 2014

Policy Review Date: 2017