



## FIRST AID POLICY

### Rationale:

All students, staff and visitors to the College 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.

### Objectives:

- To ensure first aid is administered to students, staff and visitors in a competent and timely manner.
- To ensure that parent/guardians are kept informed regarding any student health issues or concerns when considered necessary.
- To maintain college supplies and facilities that cater for the administration of first aid.
- To maintain a sufficient number of staff members trained with a Level 2 first aid certificate.

### Guidelines:

#### 1. Trained Staff and Facilities

- 1.1. The College will ensure each year that a sufficient number of staff (including at least 1 administration staff member) are trained to a Level 2 first aid certificate with up-to-date CPR qualifications.
- 1.2. A first aid room is to be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room. This will include the provision of warm water, pump action antiseptic soap, disinfectant, detergents, disposable wet wipes, heavy duty rubber gloves, disposable latex free gloves, paper towels, plastic sealable garbage bags and sharps dispensers.
- 1.3. 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.
- 1.4. Charts displaying standard infection controls will be prominently displayed in appropriate places around the school.

#### 2. Response

- 2.1. All injuries or illnesses that occur during the school day will be referred to the first aid person, based in the first aid room, who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the first aid person.

- 2.2 A log book located on the first aid room desk will be kept up to date and all injuries or illnesses and first aid action taken for students, staff and visitors will be recorded.
- 2.3 All injuries will require a Level 2 first aid trained staff member to tend to the individual so they can be assessed and, where appropriate, treated. Parents or guardians will be notified of treatment and advised in the instance of a need for further assessment by a doctor or the need to call an ambulance. Any injuries to the head, face, neck or back must be reported to students' parents or guardians.
- 2.4 Any children with injuries involving blood must have the wound covered at all times. Precautions, including using disposable, protective gloves, are to be taken at all times in these instances by the first aider.
- 2.5 No medication, including headache tablets, will be administered to children without the express written permission of parents or guardians. This includes panadol and ibuprofen.

### **3. Serious Injuries and Illnesses**

- 3.1 For more serious injuries/illnesses, the parents/guardians must be contacted as soon as possible by the school so that professional treatment may be organised. These include injuries to a student's head, face, neck or back
- 3.2 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 and entered onto CASES. Adult injuries will be entered onto the Edusafe website.
- 3.3 Parents of ill children will be contacted to take the children home.
- 3.4 Parents who collect children from school for any reason (other than emergency) must notify the school office in person.
- 3.5 All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher should attempt to confer with members of the Principal Class Team regarding this being the appropriate course of action. If an ambulance has been called, this needs to be communicated to the school administration as soon as practicable and the time of call and initials of the calling staff member written on the white board in the Principal's office.

### **4. Provision For Camps and Excursions**

- 4.1 A comprehensive first aid kit will accompany all excursions and camps, along with a College mobile phone. The supplies assigned to staff supervising the event will be determined by a Level 2 trained first aider.
- 4.2 All children attending camps or excursions must provide a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms must be taken on camps and excursions where applicable, as well as kept at school.

## **5 Student Records**

- 5.1** 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.
- 5.2** 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.

## **6 Blood Spills**

- 6.1** Standard hygiene precautions (including the use of plastic disposable gloves) and the correct management of blood spills and other body fluids minimises the risks of transmission of infectious diseases including bacterial and viral infections. Where grounds and or furniture are contaminated, the area this has occurred in is to be reported immediately to a Principal Class Officer. The area is then to be isolated and appropriate cleaning solutions applied to the area by the designated contract cleaner or appropriately trained staff on site.
- 6.2** The 'blood rule' in sports and at recess/lunch times will be adhered to. If a student has, or receives, an injury in which blood is evident, the student is to leave the activity immediately and report to the First Aid room for attention. Students will not be allowed to remain in, or return to, normal school activities with exposed blood or bodily fluids.
- 6.3** Staff will provide children with alternative clothing should their garments be infected with blood or bodily fluids.
- 6.4** All parents will be made aware if their child has been treated in the first aid room for a major blood spill, or if their child has been involved with another bleeding child.

**Evaluation:** The effectiveness of this policy will be reviewed as part of the College's four year review cycle.