



**BEAUMARIS PRIMARY SCHOOL**

## **STUDENT FIRST AID POLICY**

### **Rationale:**

To have clearly defined first aid practices and procedures in place to ensure the safety of students

### **Aims:**

- To administer necessary first aid to students in a competent and timely manner
- To communicate student's health needs to parents when considered necessary
- To provide supplies and facilities to cater for the administering of first aid
- To maintain effective communication of student medical management plans to all staff
- To ensure a minimum of 10% of staff hold a current Level 2 First Aid certificate

### **Implementation:**

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications
- All teachers will be trained bi-annually in an Adrenalin Injecting Device (Epipen) usage. All staff will be provided with basic first aid management skills, including the handling of blood spills and be provided with protective disposable gloves
- 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 with extra supplies in a locked cupboard
- First aid kits for camps and excursions are available in the first aid room. Basic first aid kits are in each room and are carried by teachers on duty
- Supervision of the first aid room will be by a Level 2 trained staff member between 10.40 until 2pm. Injuries or illnesses that occur outside of this time will be referred to the administration staff
- A confidential up-to-date register located in the first aid room will be kept listing all injuries or illnesses experienced by children and staff who require treatment in the first aid room
- Minor injuries will be treated by staff members on duty, while more serious injuries-including those requiring parent notification or treatment by a doctor will be referred to a level 2 first aid trained staff member to provide first aid
- Any children with injuries involving blood must have the wound covered at all times
- Parents must notify the school if students need medication administering during school hours must and conform to all of the following requirements
  - Medication provided in the original medication bottle or container – complete with pharmacy label
  - Clearly labelled – including the name of the student, dosage and time to be administered
  - Accompanied by a completed Medical Authority Form, which must be authorised and signed by a medical/health practitioner
  - Consent of the staff member to administer the necessary treatmentNo medication, including headache tablets, will be administered to students without the above information
- Students are also encouraged to take responsibility for keeping themselves safe and healthy eg. carrying their Ventolin with them or not accepting food from others
- Staff members may be asked but not required to administer any non life threatening medication
- 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 staff member providing the first aid. For more serious injuries/illnesses, the administration and/or staff must contact the parents/guardians where possible so that professional treatment may be organised. Any injuries to a child's head must be reported to parent/ guardian
- Students will be recorded on the DEECD Accident/Injury form LE375 and entered onto CASES if they have been:
  - collected from school by parents/guardians as a result of an injury
  - treated by a doctor/hospital or ambulance officer as a result of an injury
  - injured to the head
- Parents of injured or ill children will be contacted to make the necessary arrangements where it is not practical for them to remain at school
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office
- All staff members have the authority to call an ambulance immediately in an emergency. If the situation and time permit, staff may confer with Level 2 first aid trained staff member before deciding on an appropriate course of action

- All school camps will have at least one Level 2 first aid trained staff member at all times
- A comprehensive first aid kit will accompany all camps and excursions along with a mobile phone
- Parents and/or guardians of all children attending camps or excursions will have provided 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 are to be taken on camps and excursions. These forms should be retained at school for at least 7 years following the school camp. Indefinitely if a student is injured
- All students who have a documented asthma management plan should be encouraged to carry their own medication at all times. Alternatively medication can be appropriately labelled and stored in the first aid room when required. EpiPens are to be stored in the first aid room (at room temperature and away from the light) in an unlocked, easily accessible place that is labelled with the student's name
- Medical alerts are placed in the front of class rolls and each specialist teacher has alerts for p-6 situated with their emergency handbook next to the door. This is to ensure that classroom replacement teachers are aware of individual needs
- All children can access Ventolin and a disposable spacer when required
- Regular monitoring and ordering of stock is the responsibility of the first aid staff member. They are responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general up keep of the first aid room
- At the commencement of each year requests for updated first aid information will be sent home including any asthma/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/anaphylactic medication will also be given at that time
- It is parental choice whether their student has personal accident insurance and ambulance cover
- Profiles (and photographs) of students with serious or potentially fatal medical conditions are displayed (with parental permission), and this is communicated with all staff
- The school has clear procedures in dealing with blood spills and other body fluids

**Ratified by School Council: November 2014**

**To be reviewed: 2017**