Rationale:
All children 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 or when feeling unwell.

Aims:
- To administer first aid to students 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.

Implementation:
- A sufficient number of staff (including at least one administration staff member) will be trained to a Level 2 First Aid Certificate, and with up-to-date CPR qualifications.
- A first aid room/sick bay will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid cupboards located in the eastern and western wings of the school.
- Basic first aid kits will be available in the home economics, science, art, woodwork and metalwork rooms.
- Medications will be kept in a locked box on the top of the first aid cupboard.
- Supervision of the sick bay will be the responsibility of an SSO in conjunction with the Assistant Principal.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty.
- A confidential up-to-date register will be kept of all injuries or illnesses experienced by students and staff that require first aid. These will be located in the first aid cupboards.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries will require 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.
- No medication, including headache tablets, will be administered to children without the express written permission of parents or guardians.
- For injuries requiring attention by Level 2 first aid trained staff, or requiring treatment by the bush nurse or doctor, the parents/guardians will be notified by the attending staff member. Any injuries to a student’s head, face, neck or back will be reported to parents/guardians. Where possible, parents will be contacted to arrange transport to medical attention. When this is not practicable, they school will either call the Bush Nurse to attend at the school or call for an ambulance.
• Parents of ill children will be contacted to take the children home.

• The treating teacher may install a student who is unwell in the sickbay, for short periods of time or while awaiting the arrival of a parent or guardian.

• 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 on DE&T Accident/Injury Form LE375, and entered onto CASES21.

• Parents who collect children from school for any reason (other than emergency) must sign the child out of the school through the school office.

• All teachers have 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.

• A comprehensive first aid kit will accompany all camps, along with a mobile phone.

• All students attending camps or excursion 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. The signed medical forms will be taken on camps and excursions and copies will be kept at school.

• All students, especially those with the documented asthma management plan, will have access to Ventolin and a spacer at all times.

• 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.

• At the commencement of each year, request for updated first aid information will be sent home including request for any asthma management plans, anaphylactic management plans and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

• General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication and Epi-pen training will also be given at that time.

• The Student Welfare Co-ordinator will be responsible for overseeing the implementation of the First Aid policy and arranging for regular training opportunities for staff in First Aid and CPR.

Evaluation:
• This policy will be reviewed as part of the school’s three-year review cycle.

NOTE: This policy should be implemented in conjunction with the school’s Medication Policy and Anaphylaxis policy.

This policy was last ratified by School Council August 2013