



## First Aid & Medications Policy

### *Rationale*

At St Mary's, a duty of care to the students is of utmost importance. First aid should be administered when necessary within the limits of the skill, expertise and training of the attending staff member. When an injury or illness is of a serious nature, staff should provide first aid and contact parents and/or appropriate medical professionals. Children have the right to feel safe and well and need to know that they will be attended to with due care when in need of first aid.

### **Aims:**

*At St Mary's we aim to:*

- administer first aid in a competent and manner when it is required
- communicate serious health or injury problems to parents
- ensure there are adequate supplies and facilities for first aid
- ensure that staff members have up to date First Aid training
- provide a duty of care and all staff are responsible for ensuring the health and safety of all children
- parents should be contacted before seeking medical attention except in cases of extreme emergency

### **Implementation**

- The First Aid coordinator will take responsibility for ensuring that adequate and well-equipped first aid supplies are on hand and teachers should ensure that their portable kits are kept up-to-date.
- Staff will have access to regular and ongoing first aid training at Level 2, the CPR

component of which should be updated every 2 years.

- Children injured on the playground are sent with another child to the staff room where they are attended by the teacher on duty. That teacher will be visible by wearing an orange vest.
- Serious injuries and head injuries must be recorded in the accident book and a parent notification form should be filled in, copied and sent home. Parents should be contacted regarding any knock to the head.
- Teachers on yard duty need to take a 'bum bag' with them containing basic first aid equipment. Small cuts and abrasions should be dealt with by the yard duty teacher.
- In the case of a serious injury the principal must be notified immediately and an ambulance may also need to be called to the school.
- All staff should be aware and kept up to date of children with special health needs – e.g. asthma, diabetes, anaphylaxis – with documentation of action plans located in the sick bay and/or staff room. Brief photo summaries should be included in CRT folders.
- At the beginning of each year a medical procedures form needs to be completed by parents notifying the school of any important medical conditions.
- Cuts and abrasions should be cleaned initially under running water followed by deeper and more serious wounds being cleaned with sterile saline prior to dressing. Antiseptics are not recommended.
- Staff must use gloves when dealing with spills of blood and other body fluids. If gloves are not available then, at the first opportunity, hands and other body parts in contact with the fluid must be thoroughly washed with warm soapy water.
- On excursions teachers will be responsible for taking the first aid kit and a mobile phone as well as student medication and action plans.
- Each portable first aid kit should also have with it a suitable first aid manual of a smaller size and, where appropriate, specialised to the activities being undertaken.
- When managing incidents involving blood and vomit, teachers must follow recommended procedures
- Parents whose children become ill during the day will be contacted as soon as possible. No child will be allowed to go home unless contact with the parents has been made.
- If a child must take medication at school, detailed written instructions from parents must be provided and the medication will be administered from the office. Any medication administered at school must be recorded on the Medication Record form which should then be copied and forwarded to parents.
- All staff should be trained in the correct administration of asthma medications and of adrenalin in the form of an EpiPen™.
- Excepting asthma medications, any medication – including analgesics and that supplied by parents – needs to be kept in a designated place in the office.
- With the exception of asthma treatments and EpiPens, children should not have access to medications at any time.

## Reference

- *Government Schools Reference Guide* Section 4.5 Student Health  
<http://www.eduweb.vic.gov.au/referenceguide/default.htm> (July 2006)

## Evaluation

*This policy was developed in 2015 and was reviewed in 2020 in line with the School Improvement Plan.*