

First Aid Policy

St Mary's Thornbury



Rationale

The school owes a duty of care to the students. As part of this duty of care 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.

Values And Beliefs

At St Mary's we believe that:

- first aid should be administered in a competent and timely manner
- serious health or injury problems should be communicated to parents
- there should be adequate supplies and facilities for first aid
- a number of staff members should be suitably qualified at all times
- 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 office staff will take responsibility for ensuring that adequate first aid supplies are on hand and teachers should ensure that their portable kits are kept up-to-date.
- Staff should have access to regular and ongoing first aid training at Level 2, the CPR component of which should be updated annually.
- Children injured on the playground are sent with another child to the sick bay where they are attended by the staff member on duty.
- Injuries must be recorded using the Operoo online system – an iPad is permanently available in the sick bay for this purpose. Parents should be notified via Operoo.
- Parents should be contacted by phone regarding any serious injury or any head injury, regardless of severity.
- For any injury requiring treatment by a medical practitioner, details should be entered into the "School Injury Incident Report" which is accessible online on CEVN.
- The sick bay and portable first aid kits are to be well equipped.
- Teachers on yard duty need to take a 'yard duty bag' with them containing basic first aid equipment.

- 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 of children with special health needs – e.g. asthma, diabetes, anaphylaxis – with documentation of action plans located in the sick bay or staff room. Brief photo summaries should be included in yard duty bags especially for CRTs.
- 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.
- If mouth-to-mouth resuscitation is required, a resuscitation mask, if available, should be used as a precaution.
- On excursions a teacher will be responsible for taking the first aid kit and a mobile phone.
- 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.

Medications

- Staff are discouraged from dispensing medication but may occasionally be required to do so in emergency situations.
- If a child must take medication at school, detailed written instructions from parents must be provided and the medication will be administered by Administration Staff. Any medication administered at school must be recorded on the Medication Record form which should then be copied and forwarded to parents.
- Given the prevalence of asthma and anaphylaxis, 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, children should not have access to medications at any time.

Evaluation

- Latest Reviewed Term 3 2021.