

# ***WPS – FIRST AID POLICY***

**For Period:  
May 2017 – May 2020**

## **Rationale:**

- To ensure Wandong Primary School meets the specific first aid needs of the staff and students at school or on approved external school activities.

## **Definition:**

First aid involves emergency treatment and support to preserve life through:

- clearing and maintaining open airways
- restoring breathing or circulation
- monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- protecting a person, particularly if they are unconscious
- preventing a condition worsening
- promoting recovery.

**Note:** The goal of first aid is not to diagnose or treat the condition.

## **Aims:**

- Administer first aid to children when needed in a competent and timely manner.
- Communicate children's health problems to parents when considered necessary.
- Provide supplies and facilities to cater for the administering of first aid.
- Maintain a sufficient number of staff members with appropriate first aid training.

## **Implementation:**

- A sufficient number of staff (including at least one administration staff member) to be trained to a Level 2 first aid certificate, and with up-to-date CPR qualifications.
- 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.
- First aid kits/bags will be supplied to each teacher for the classroom and yard duty and updated regularly.
- Supervision of the first aid room during recess and lunch break will form part of the daily duty roster.
- Minor injuries will be attended to by staff using the classroom or yard duty first aid kit/bags.
- All other injuries or illnesses that occur outside recess breaks will be referred to the administration staff who will manage the incident.
- All injuries or illnesses that occur during recess or lunch breaks (that cannot be treated by yard duty staff using their designated bum bag) will be referred to the staff member on duty in the first aid room.
- A recording form, located in the first aid room, will be kept of all injuries or illnesses experienced by children that require first aid. All attendances will be recorded.
- 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.
- Any children with injuries involving blood will have the wound covered at all times.
- No medication, including headache tablets, will be administered to children without the express written or verbal permission of parents or guardians.
- If verbal or written permission is granted at school, and on camps, any medication administered will be recorded using the medication administration form.
- Parents of all children who receive first aid for more serious injuries/illnesses, such as a head injury, will be contacted by staff so that parents have the option of collecting their child or organise professional treatment.

- 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 DET CASES 21 Incident Notification form and entered onto CASES system.
- Parents/guardians of ill children will be contacted to take their child home. In the event of the school being unable to contact the parent/guardian, the school will attempt to contact those adults listed on the child’s emergency contact list.
- In the event of the school being unable to contact any adult specified, the school will make a decision based on duty of care for the child and their knowledge of the current situation.
- Parents who collect children from school must sign their child out of the school in a register maintained in the school office. A staff member needs to co-sign this document.
- All teachers have the 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.
- All school camps will have at least one first aid trained Level 2 staff member at all times.
- All school excursions will have at least one first aid trained Level 2 staff member accompanying the group.
- A comprehensive first aid kit will accompany all excursions and camps.
- All children attending camps or excursions will have provided a signed medical form with medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where the child requires treatment. A print out from Sentral, outlining medical information, will accompany signed medical forms taken on camps and excursions.
- Students, especially those with a documented asthma or anaphylaxis management plan, will have access to Ventolin or EpiPen at all times.
- A member of staff will be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs, up to date asthma medication and the general upkeep of the first aid room.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any medical plans requiring school implementation, 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 specific health needs and medical plans will be communicated to staff at the beginning of each year, or as the need arises.
- Staff will be kept up to date through training in the areas of anaphylaxis, asthma, CPR and other recognised medical concerns within the school community.
- First aid will be administered to any visitor/s to the school who require treatment.

**A generalised overview to the management of first aid is listed below:**

1. Assess the situation – Can I provide a sufficient response in my classroom / yard? Do I need to seek assistance or send student to the office/first aid room?
2. Assess the injury/illness
3. Treat the injury – seek assistance if needing additional support
4. Determine next step – Call ambulance? Call parent/guardian or emergency contact person? Monitor at school?
5. Complete relevant paperwork
6. Log incident on Cases 21, Edusafe and Emergency Management Services if needed.

**Evaluation:**

- This Policy will be reviewed every three years as part of the Wandong Primary School cyclic policy review process.

**CERTIFICATION**

This policy was adopted at the School Council meeting held at Wandong Primary School on the 8<sup>th</sup> day May 2017.

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| • Signed:                | Signed:          |
| School Council President | School Principal |