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| Bundoora Primary School Policy Manual | MANAGEMENT POLICY First Aid Policy | Last ratified by School Council in: October 2014 |
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If further information is required, please refer to the DEECD Guidelines.

1. VISION

- 1.1 To administer first aid to children when in need in a competent and timely manner.
- 1.2 To communicate children's health problems to parents when considered necessary.
- 1.3 To provide supplies and facilities to cater for the administering of first aid.
- 1.4 To maintain a sufficient number of staff members trained with a current level 2 first aid certificate, including anaphylaxis and CPR.

2. ACTION

- 2.1 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 Anaphylaxis and CPR qualifications.
- 2.2 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.
- 2.3 First aid kits will also be available in each classroom of the school, as well as the administration area.
- 2.4 Supervision of the first aid room will form part of the daily yard duty roster.
- 2.5 Any children in the first aid room will be supervised by a staff member at all times.
- 2.6 All significant injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident.
- 2.7 A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children who require first aid.
- 2.8 All staff will be provided with basic first aid management skills.
- 2.9 Minor injuries only will be treated by staff members on duty, while more serious injuries- including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- 2.10 No medication (including headache tablets) will be administered to children without the express permission of parents/carers.
- 2.11 Administration Staff to administer and log medication given.
- 2.12 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 teacher providing the first aid. For more serious injuries/illnesses, the parents/carers must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- 2.13 Any student who is collected from school by parents/carers 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 the treating first aid teacher considers the injury to be greater than "minor" will be reported on Departmental Accident/Injury form LE375, and entered onto CASES.
- 2.14 Serious injuries and fatalities must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and Worksafe on (13 23 60) and reference should be made by staff to the school's Incident Management policy.
- 2.15 Parents of ill children will be contacted to take the child home.
- 2.16 Parents who collect children from school for any reason (other than emergency or the end of the school day) must sign the child out of the school in a register maintained in the school office.
- 2.17 All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an

appropriate course of action.

- 2.18 All school camps will have at least 1 Level 2, including CPR and Anaphylaxis, first aid trained staff member at all times.
- 2.19 A comprehensive first aid kit will accompany all camps and excursions. All staff to carry personal mobile phones.
- 2.20 All children attending camps or excursions will have provided a signed medical form providing medical details and granting teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- 2.21 All children attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teacher's permission to administer the medications.
- 2.22 All children with asthma or diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypo kits or EpiPens etc. needed to implement their plan at school.
- 2.23 A member of staff is to be responsible for the regular purchase and restocking of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room and class first aid kits.
- 2.24 At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated asthma, diabetes and 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.
- 2.25 General organisational matters relating to first aid will be communicated to staff at the beginning of each year. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.
- 2.26 It is recommended that all students are covered by personal accident insurance and ambulance cover.

3. REVIEW

The *First Aid Policy* will be reviewed regularly, as part of the school's policy review process.