

	<p>Carlton Gardens Primary School</p> <p>FIRST AID POLICY</p>	<p>Authorisation 2016</p> <p>Review 2019</p>
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Rationale: All children have the right to feel safe and well at school, and trust that they will be attended to with due care when in need of first aid.

Aim:

- To administer first aid to children 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 Two First Aid Certificate.

Implementation:

- A sufficient number of staff (including at least **one** administration staff member) to be trained to a Level Two First Aid Certificate, and with current CPR qualifications.
- A first aid area will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- First aid kits will also be available in each classroom of the school, as well as the staff room and administration offices.
- Supervision of the first aid area will form part of the daily yard duty roster. Any children in the first aid area will be supervised by a staff member at all times.
- 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 in the first aid room.
- An up-to-date logbook located in the office will be kept of all injuries or illnesses experienced by children that require first aid.
- 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 will only 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.
- Any children with injuries involving blood, must have the wound covered at all times.
- **No medication** (including tablets for a headache) will be administered to children without the express written permission of parents or guardians.
- 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/guardians 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.
- 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 CASES 21.
- Parents of ill children will be contacted to take the child home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register, maintained in the school office.
- 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 and excursions will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
- All children attending camps or excursions 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. Copies of the signed medical forms are to be taken on camps and excursions, as well as kept at school.
- All children, especially those with a 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, requests for updated first aid information will be sent home including requests for any asthma 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.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- Epipens will be stored in a clearly labelled container in the office. Each child with anaphylaxis must provide an EpiPen for the schools keeping.
- Epipens and asthma pumps must be taken on school camps and excursion, accompanying the students with anaphylaxis/asthma.
- At the beginning of every year, the first aid manager will provide an up-to-date overview of all students with allergies, anaphylaxis and asthma to be displayed in all roll-boxes, the office and the staffroom. This will include a photo of students with allergies, details of the allergy/anaphylaxis/asthma, triggers and action management plan.

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