



# FIRST AID

## POLICY

### Definition:

First Aid involves emergency treatment and support to:

- Protect a person.
- Prevent a condition worsening.
- Preserve life
- Promote recovery

### Rationale:

Richmond Primary School (RPS) is committed to providing a caring, friendly school environment for all our students and staff so that they can learn and teach in a safe and secure atmosphere. All students and staff have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

### Aims:

- 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 2 first aid certificate.

### Implementation:

Preliminary Procedures:

- At least 20% of staff 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 a cupboard in the first aid room.
- 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.
- 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.
- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room will be supervised by a staff member at all times.
- All school camps and excursions will have at least 1 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 to be taken on camps and excursions, as well as kept at school.
- 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.
- At the commencement of each year, requests for updated medical information will be sent home including requests for any asthma management plans, high priority medical forms.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians.

- 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.

**Minor Injury:**

- Minor injuries will be treated by staff members on duty.
- Any children with injuries involving blood must have the wound covered at all times.
- An up-to-date log book located in the first aid room will be completed by the first aid teacher attending the injured student. A slip will be given to the student to take home to inform parents that first aid was administered

**Other Injuries:**

- 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.
- 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 DEECD Accident/Injury form LE375, and entered onto CASES.
- 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.
- In the following circumstances medical help should be sought (usually by calling an ambulance):
  - loss of consciousness, even if only briefly
  - a less than alert conscious state
  - suspicion of a fracture
  - suspicion of a spinal injury
  - damage to eyes or ears
  - penetration of the skin
  - deep open wounds.

**Evaluation:**

This policy will be reviewed as part of the school's Strategic Planning and Review cycle.

This policy was last ratified by School Council in **November, 2011**