



Mernda Primary School 0488

FIRST AID POLICY

Purpose

Caring for our students is the responsibility of the principal and all staff. Staff will endeavour to uphold their "duty of care" responsibility on all occasions.

Broad Guidelines

- To provide first aid supplies, equipment and treatment to students in a caring and efficient manner.
- To ensure that staff are kept up to date on basic first aid including asthma management.
- To facilitate formal first aid qualification courses for staff.
- To provide adequate materials for first aid treatment.
- To establish and maintain a notification system of
 - a) Children's accidents/illnesses to parents;
 - b) Accident registration on school forms for CASES21.
- To ensure that at least one teacher is on first aid duty during every recess & lunch break.

Implementation

- Minor first aid is treated in the yard by duty teachers who carry basic first aid supplies.
- A basic first aid supply will be issued to each classroom.
- Children who require additional treatment/observation during recess/lunch time will be sent to the sick bay and monitored by a staff member (the first aid staff member, integration aide, office staff, teacher and/or principal).
- The accident report must be completed out by the staff member on first aid duty, in consultation with the witness of the accident, and entered on CASES21 by the office manager.
- A list of "at risk" children who have medical conditions will be updated regularly and kept in the first aid room. All teachers will be informed of these children's confidential conditions.
- First aid kits for excursions/camps will be kept stocked and located in the first aide room for use.
- School funding, via the PD budget, may cover or subsidise first aid training costs.
- For children who require treatment beyond the scope of the first aid officer's qualifications; Parents/emergency contact notified. If this is not possible, doctor or ambulance will be called.
- Qualified first aid personnel will be listed in the sick bay.
- All integration aides will be encouraged to undertake first aide training and to obtain first aide qualifications. This will better equip them to provide for the needs of the school's large number of funded D&I students, and also to assist with first aide duties in the school.
- Children who require asthma medication should be instructed to use their own, if they have it at school. If a child is in distress and has no medication, Ventolin via volumatic device may be used.
- Parents will be notified immediately when a child receives a head, eye, ear or tooth injury.
- Parents of students who are taking prescribed medicine will need to fill in a **medication authority** form at the office before medication can be administered.
- A "sharps" container is located in a secure storeroom and will be used by staff only for the safe collection potentially hazardous items (syringes, bloodied items, drugs, etc). The "sharps" container will be emptied according to current "hazardous materials handling and disposal" regulations.

Evaluation

- Teacher requests and supplies checked regularly.
- Injury reports and accident register regularly monitored.
- Weekly monitoring of all sick bay supplies/laundry/cleaning.
- Feelings of comfort/pain gauged from sick or injured children is indicative of the efficiency and care of the program.

Ambulance Policy

- If a student/staff member/volunteer worker or visitor is severely injured or ill the principal or delegate will ring for an ambulance if, in their opinion, the person should only be moved and/or transported by professionals, (eg. compound fractures, seizures, spinal injuries)
- Parents will be called prior to ringing an ambulance. In The ambulance should be called, then parents contacted and informed that an ambulance has been called.
- The injured/ill person (child, parents, staff member, volunteer, visitor) will be responsible for meeting the cost of transport and/or medical treatment that is associated with implementing this policy, and the school will not be liable for meeting any associated costs except where the school is liable according to applicable legislations.