

PARKHILL PRIMARY SCHOOL

POLICY: First Aid Policy

PROGRAM LEADER: Michelle Smith / Elaine Brady

DATE RATIFIED BY SCHOOL COUNCIL: December 2017

RATIONALE

The welfare of students and staff at the school is paramount. The school must have in place effective and proficient procedures to administer first aid and respond to emergencies.

AIMS

- To provide appropriate first aid as needed.
- To sustain a responsive and caring approach to the administration of first aid.
- To implement effective procedures by identifying needs, treating as required, notifying Parents/Carers and authorities and maintaining necessary records.
- To provide all materials and supplies as necessary to support the provision of first aid within the school.

IMPLEMENTATION

This policy needs to be read in conjunction with the School's Anaphylaxis Management Policy, Asthma Management Policy and Medication Policy.

First Aid Coordination and Training

- All staff have a duty of care to respond to first aid needs and will receive annual first aid updates.
- A First Aid Coordinator will be appointed.
- The school will offer Level 2 First Aid training to all staff.

First Aid Equipment

- A fully equipped first aid room will be maintained.
- The First Aid Coordinator will be responsible for ordering and maintaining all first aid supplies and requisites.
- A program budget will be prepared each year based on the school's ongoing needs.
- Basic first aid kits will be provided for each classroom and specialist areas. Additional kits will be available for use out of school on excursions, camps, and sport events. Yard duty kits will be provided as part of the yard duty uniform.
- Each term the First Aid Coordinator will conduct an audit of the first aid room and first aid kits to ensure that all items are present and current.

Students with medical needs

- Each term the First Aid Coordinator will check all student medications and plans to ensure they are still in good condition, in date and relevant.
- At the commencement of each year, a request for updated first aid information will be sent home including a request for any asthma, anaphylaxis, diabetes management/action plans, plus any other significant diagnosed medical conditions. Parents/Carers will also be reminded of the policies and practices used by the school to manage first aid, illnesses and medications.
- The school will maintain an up-to-date register of students with specific medical needs.
- Parents/Carers who require the school to administer medication should follow the procedures outlined in the Parkhill Medication Policy.

First Aid incidents

- Where required, items will be recorded on the CASES21 Incident Student Notification Form.
- All first aid will be recorded in the First Aid/Sick Bay Notification form. A copy is to remain at school and the original is to go home.
- The School will attempt to contact Parents/Carers immediately should a student receive a head injury and/or any other potentially serious injury/illness.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action. Any costs associated with the ambulance call-out shall be met by the Parents/Carers.
- If an ambulance is called, parents (or emergency contacts) will be contacted as soon as possible.

- All members of the school community will be encouraged to be members of the ambulance service.
- A safe entry point will be made available for the ambulance, and students will be kept away from any accident scene.
- The school's administrative staff will ensure a CASES printout of a student or staff member's details will be available to ambulance officers upon arrival.
- If the Parents/Carers have not arrived, a familiar staff member will always accompany a student to the hospital if the attending ambulance officers approve.
- The principal, or a nominated representative, will ensure that they are aware of the hospital that the patient is being transported to in case they need to inform parents or emergency contacts, or in case they have to arrange the collection of the accompanying staff member.

EVALUATION

This policy will be reviewed as part of the school's four year review cycle.

This policy was last ratified by School Council in 2012.

REFERENCES

- DEECD - School Policy and Advisory Guide:
<http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>
- Education and Training Reform Act 2006
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/\\$FILE/06-024a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/$FILE/06-024a.pdf)