

Rationale:

All children have the right to feel safe and well, and know that they will be attended 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:

Training

- Selected staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- All staff will be provided with basic first aid management training. The operation of the first aid room is a component of the school's induction program.
- Staff will receive two Anaphylaxis briefings each year, when and if appropriate.
- Staff will receive administration of Midazolam training.
- 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/anaphylaxis medication will also be given at that time.

First Aid Room and Supplies

- An unlocked, first aid room will be available for use at all times.
- A comprehensive supply of basic first aid materials will be stored in an unlocked cupboard in the first aid room.
- 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.
- First aid kits will also be available in each wing of the school
- Medical Alert information for students with medical conditions are available in the first aid room, classrooms and specialist classrooms in the Medical Alert book.

First Aid

- The administration of any medication will be in accordance with the Toongabbie Primary School Medication Policy.
- A Medication Authority Form must be completed by parents before any medications can be administered by staff. •
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians. •
- All medication administered to students will be recorded in the Medication and Asthma File, kept in the first aid room. •
- Parents of ill children will be contacted to take the children home. •
- All injuries or illnesses that occur during class time will be referred to the office where they cannot be managed within the classroom setting. •
- Simple injuries that occur during the recess and lunchtime breaks will be treated by yard duty staff who have basic first aid supplies.
- More serious injuries or illnesses that occur during recess or lunch breaks, will be referred to the first aid room where a first aid officer will be on duty.
- Any children with injuries involving blood must have the wound covered at all times. A supply of protective disposable gloves will be available for use by staff. All teachers have the authority to call an ambulance immediately in an emergency.
- Any teacher calling an ambulance must notify the parents and the school office staff.

Communication and Documentation

- At the commencement of each year, requests for updated first aid information will be sent home including requests for Anaphylaxis Action Plans, 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.
- An up-to-date log book located in the first aid room will be kept of all injuries or illnesses experienced by children who require first aid, other than for simple injuries such as scratches and scrapes. This record is registered by the first aid person on duty.
- Parents / guardians of students who received first aid will have a completed First Aid Treatment Record Sheet sent home. Please note that parents / guardians will not be notified when students receive first aid for minor issues e.g. a band aid.
- For more serious injuries/illnesses, the parents/guardians must be contacted by the first aid officer or attending teacher on duty so that professional treatment may be organised.
- Any injuries to a child's head, neck or back must be reported to parents/guardian.
- Administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, neck or back will be reported on DEECD CASES21 and onto Worksafe or Edusafe as per DEECD guidelines.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in the register maintained in the school office.

Camps and Excursions

- All school camps will have at least one Level 2 first aid trained staff member.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone as per DEECD Guidelines.
- All children attending camps or excursions will have provided a signed medical form providing medical details 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 an original kept at school.
- Parents are encouraged to discuss the needs of their child with the class teacher or the teachers organising school camps.

Epilepsy, Anaphylaxis and Asthma

- Action plan for **Epilepsy** and associated medication is stored in the student's classroom and taken out by the integration aide when then student leaves the classroom. A larger kit containing all medication is brought to and from school each day with the student and remains in the classroom while the student is at school.
Epilepsy emergency procedures are displayed in the classroom, specialist classrooms, first aid and staff rooms. Emergency procedures are practised throughout the year.
- Action Plans for **Anaphylaxis** for all at risk students are stored with their epipens and any other associated medication in individual first kits (bum bags) in the students' classroom by the entry door. Refer to the Toongabbie Primary School Anaphylaxis Policy. Action plans information for students with anaphylaxis are available in the first aid room, classrooms and specialist classrooms in the Medical Alert book.
- For children with **Asthma**, a completed Asthma Management Plan is kept in the First Aid Room student's medical files. Student's Asthma medication is kept in individual first kits (bum bags) in the students' classroom by the entry door. Asthma medication is also available in the first aid room and in first aid kits. Action plan information for students with asthma are available in the first aid room, classrooms and specialist classrooms in the Medical Alert book.

Evaluation:

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