

# Mount Evelyn Primary School

## School Policies Manual

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### First Aid Policy

#### Rationale:

All children 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. Mount Evelyn PS has a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs.

#### Aim:

- To administer first aid to students in a competent and timely manner.
- Communicate student health concerns to parents when necessary.
- Provide supplies and facilities to cater for the administration of first aid.
- Maintain a sufficient number of staff members trained with a level 2 first aid certificate.

#### Implementation:

- It is an expectation that all teaching staff will participate in the Level 2 First Aid training and maintain current updates in CPR, anaphylaxis, asthma and diabetes management
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- First aid kits containing basic supplies will be available in each level of the school
- Supervision of the first aid room will form part of the daily yard duty roster. Any students in the first aid room will be supervised by a staff member at all times.
- 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 staff member on duty in the first aid room.
- A confidential up-to-date register will be kept of all staff and students injuries or illnesses requiring first aid treatment
- All staff will participate in a regular cycle of first aid training
- **No medication will be administered to students without the written permission of parents or guardians.** Medication supplied will be stored in the first aid room and administered by trained staff.
- Parents of all children who receive first aid will receive a completed form outlining 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 must be contacted. Any injuries to a child's head, face, neck or back must be reported to parents/guardian. All major injuries or those involving breaks will be entered onto Cases
- Arrangements will be made for sick students to be collected. They must be signed out of the school through the Early Leavers' register.
- All teachers have the authority to call an ambulance immediately in an emergency
- All school camps will have at least one Level 2 first aid trained staff member in attendance at all times.
- A comprehensive first aid kit will accompany all camps, and camp and excursion organisers must ensure that mobile phone contact details are provided to the Office.

- All students attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance if needed. Copies of the signed medical forms are to be taken on camps and excursions.
- All students, especially those with a documented asthma management plan, will have access to an asthma reliever and a spacer at all times.
- For students with an anaphylaxis management plan, an Epipen or equivalent must be provided along with a copy of the child's Individual Anaphylaxis Management Plan.
- For students with a diabetes management plan, specific parent contact must occur prior to any overnight activity to determine the management plan and ensure adequate support. This may involve parent attendance at the activity.
- 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, diabetes and anaphylaxis management plans and high priority medical forms
- At the start of each year staff will attend a professional learning session in which the needs and management strategies of students with management plans will be outlined.
- It is recommended that all students have personal accident insurance and ambulance cover.

Confidential records of all students with specific health needs are maintained securely in the general office for reference as required. A First Aid Register is also maintained noting ailments and treatment for all presenting students.

**Evaluation:**

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

This policy was last ratified by School Council on: 15<sup>th</sup> February 2017