For Staff, Students and Volunteers working under the direction of staff.

RATIONALE:

Everyone has the right to feel safe and well, and know that they will be attended to with due care when in need of first aid. All staff, volunteers, visitors and contractors will also receive first aid if required.

AIMS:

• To provide the students, staff, volunteers, visitors and contractors with first aid care.

• To provide staff members with an on-going opportunity to obtain recognised Workplace First Aid qualifications and maintain these requirements.

IMPLEMENTATION:

STAFF:

• First Aid is the responsibility of all staff members. Classroom teachers and playground duty teachers will normally attend in the first instance, while the Principal, Deputy Principal or Secretary will be notified of more serious incidents.

• A staff member is timetabled for First Aid duty at each of the breaks during the school day.

• Staff will update their First Aid qualifications as required by the school or legislation.

• All injuries above the neck and serious accidents/incidents will be reported to parents as soon as possible.

• Minor incidents will be attended to by the First Aid duty teacher, who will obtain further assistance if required.

• All incidents are to be recorded in the Injury Register book kept in the Sick Bay. The staff member attending the student will be responsible for recording details in this register.

• Students who are placed into, or remain in, Sick Bay during school time will be monitored by the office staff for the duration of the illness/injury. If a student is placed in Sick Bay during the break period the student will be monitored by the staff member who is timetabled for First Aid duty.

• All accidents referred to Sick Bay for medical attention will be recorded in the staff or student Catholic Church Insurance Accident Report Book. The report will be completed by the staff member attending the child and must be signed by the Principal or Deputy Principal. Upon collecting the student, parents will be asked to notify the school of the outcome of medical treatment.
• An up to date register of asthmatics and students with allergies or serious illnesses will be kept in each classroom, the Staffroom, Sick Bay, the Principal’s Office and the Administration Office. (Refer to the Asthma and Anaphylaxis Policies for specific procedures.)

• Seriously injured students are not to be carried by staff.

• Students, staff members, volunteers, visitors and/or contractors who require first aid will be treated at school or transported to a medical facility by ambulance.

• Medication for all illnesses, except asthma, will be kept locked in the Office area or in the Staff room fridge as required. It must be clearly marked with the child’s name, the dose, the time of administration (if appropriate) and any other specific instructions. A daily diary will be kept to record this. All medication must be provided to the Office in the original packaging for verification of dosage, use by date and child’s name.

• No oral medication will be given without specific written instructions and parental consent. All medications will be administered from the Office. Parents will notify the class teacher if their child is to receive medication for a temporary illness.

• Staff will endeavour to administer medication as requested but no responsibility will be accepted for failure to do so. If there is a problem parents will be notified.

• Notification will be made to parents prior to the expiry of medications so that these can be replaced.

• Staff will follow correct procedures for the disposal of syringes (see Sick Bay Maintenance)

• If a student does not have their asthma medication with them, staff have the right to prevent the student from undertaking an activity which may induce asthma.

• No animals will be brought into the classroom. Any pets for ‘Show and Tell’ will be shared outside and children will wash their hands with soap and water.

• Staff are to complete a personal Medical Form annually which is stored in the Principal’s Office. This is accessed only in an emergency and returned to staff to update at the beginning of each year.

IMPLEMENTATION:

PARENTS:

• It is the parent’s responsibility to accurately complete the medical section of the Student Information form and to notify the Office of any changes, or if their child acquires a medical condition throughout the year. Parents will also complete an Asthma/Anaphylaxis / Illness Management Plan at the start of each year, if applicable to their child, and must notify the Office of any changes to this plan which occur during the year.
• It is the parent’s responsibility to arrange for prompt collection of their child upon notification of illness or injury. Emergency numbers must be current and the contact person should live within 30 minutes drive of the school.

• Parents must annually sign a form giving permission for medical treatment to be obtained in the case of an emergency and accepting all associated medical, hospital and ambulance costs.

• It is the parents’ responsibility to discuss with their child the management of their child’s illness / allergy and procedures to be followed if symptoms occur. For serious illnesses this will occur as part of / follow up to a Program Support Group meeting.

• Substances prescribed for one child will be retained solely for that child (unless advised by Ambulance Victoria or a doctor).

• Parents must complete a Medical Form for any excursion or off-site activity attended by their child for each occasion. If an excursion is postponed a new Medical and Permission Form will be completed.

STUDENTS:
• Students are encouraged to take responsibility for the management of their illness and if necessary attend the Office at the required time for medication.

• Students will carry their own asthma medication at all times and seek assistance from staff to administer it if their Asthma Management Plan specifies this.

• Students will seek First Aid assistance from a staff member but must not administer First Aid to each other.

• Students will notify a staff member of the whereabouts of any syringes but under no circumstances are they to handle these items.

SICK BAY MAINTENANCE:
• First Aid materials will be provided for Sick Bay and portable kits for Camps and Excursions. Such kits will be equipped with sufficient and appropriate materials to cover the range of predictable contingencies.

• Sinks, benches and bowls will be thoroughly cleaned after use. All contaminated material will be wrapped and secured and disposed of in the receptacle in the Sick Bay. All syringes will be carried with tongs and disposed of in the ‘Bio-Can’.

• Wounds will be cleaned with water only. Staff will wear gloves when administering First Aid.

• A nominated staff member will order First Aid supplies.

EVALUATION:

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