



ST. PATRICK'S PRIMARY SCHOOL

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.

Aims:

- To determine the need for First Aid and/or care required.
- 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:

- All members of the School Administration Staff are to be trained to a Level 2 First Aid Certificate, and with up-to-date CPR qualifications.
- 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.
- All teachers, when on yard duty will carry an ouch pouch which has basic first aid equipment
- The first aid duties will be organised to suit the school's needs. One staff member will be nominated for each yard duty for treatment of minor injuries.
- All 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 yard duty first, then, if necessary to the staff member on duty in the first aid room.

- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on yard duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor – require a Level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication, including headache tablets, will be administered to children without the express written (or verbal) permission of parents or guardians.
- For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organized. Any injuries to a child's head, face, neck or back must be reported to parents/guardians.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on Accident/Injury Form.
- Parents of a child who is considered to be ill will be contacted to take the child home.
- Parents who collect children from school for any reason (other than emergency) must "check" the child out of the school in a register maintained in the school office.
- All teachers have authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.

- All school camps will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursion will have provided a signed medical form providing medical detail 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 kept at school.
- All children, especially those with the documented asthma management plan, will have access to Ventolin and a spacer at all times.
- Children with serious medical conditions e.g. asthma, anaphylaxis will be encouraged to wear a medi alert band
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, cold packs and the general upkeep of the first aid room.
- At the commencement of each year, request for updated first aid information will be sent home including a request for any 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.
- General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- Each school year, staff members will receive First Aid update training.
- Each school year, staff will receive updated anaphylaxis training.
- Each year, staff will receive updated Autism training.