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. All accidents which occur on the playground and may require first aid are to be reported to the teacher on supervision duty. Each teacher is equipped with a first aid bag. Staff and students need to be aware of the risks associated with coming into contact with blood. Gloves must be worn when treating any blood injuries.

**Aims**

This policy aims to outline how staff will:

- administer first aid to children when in need in a competent and timely manner.
- communicate children’s health problems to parents when considered necessary.
- provide supplies and facilities to cater for the administering of first aid.
- maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.

**Guidelines:**

- At least two full time staff members will be trained to Level 2 First Aid Certificate at Campbells Creek and one full time staff member will be trained at Guildford.
- All full time staff members are required to undertake annual updates in Asthma, Anaphylaxis and CPR management.
- A First Aid Room (Campbells Creek) and a suitable area (Guildford) will be available for use at all times. 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.
- A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the First Aid Room.
- The first aid duties will be organised to suit the school’s needs. One staff member will be nominated for treatment of minor injuries during play lunch and lunch time.
All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. Classroom teachers will provide a note explaining the injury or illness and whether a parent should be contacted.

The supervising teacher on yard duty at play lunch and lunch times will attend to any very 'minor' injuries on the spot using the First Aid bags provided with the yard duty folders. Eg. Application of a bandaid for scratch.

Students requiring further attention and all head injuries are to be sent to the Staff Room for assistance. The staff member nominated for First Aid Duty will see to the incident and make the initial assessment. Minor injuries will be treated by the staff member on duty. 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 (except for Asthma puffers), including headache tablets, will be administered to children without the express permission of parents, carers or guardians.

When considered necessary, parents of children who receive first aid, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. (Appendix A)

For more serious injuries/illnesses, the parents/carers must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child’s head, face, neck or back must be reported to a parent/carer.

When a student has been referred to the First Aid Room, the incident is to be recorded in the First Aid Record Book. (Appendix B).

Students on health plans will be made known to staff members by authorising photographic and medical information to be displayed in the staff room for all ongoing and casual staff members.

DEECD Accident/Injury Forms (Appendix C) will be completed and entered onto CASES21 when:
- A student is collected from school by parents/carers as a result of an injury;
- A student has been administered treatment by a doctor/hospital or ambulance officer as result of an injury;
- A student has an injury to the head, face, neck or back;
- A teacher considers the injury to be greater than ‘minor’.

DEECD Accident/Injury Forms will be entered onto CASES21 by the Administration staff members. Worksafe will be notified when required. (Appendix D)

Parents/Carers of ill children will be contacted to take the children home.

Parents/Carers who collect children from school for any reason (other than an emergency) must sign the child out of the school in a register maintained in the school office.

All teachers have the authority and obligation 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.

It is recommended that all students have personal accident insurance and ambulance cover.
Camps: Separate Asthma Camp forms are to be completed as per DEECD guidelines.

Implementation:

- Ongoing staff members will be provided with First Aid requirements and procedures at the commencement of the school year. Contracted and relief staff members will be provided with First Aid requirements and procedures when they commence duties.
- 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 or other high priority medical forms.
- Very minor injuries will be treated by staff members on yard duty.
- Minor injuries will be treated by a designated staff member with responsibility for supervising First Aid.
- 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.
- Staff members will be encouraged and where possible, supported to complete a Level 2 First Aid Certificate.
- A staff member will be designated with First Aid responsibilities each year.
- All forms necessary for completion will be readily available for use to ensure processes are adhered to.
- A comprehensive first aid kit and mobile telephone will accompany all camps.
- Parents of students attending camps or excursions will provide a signed medical form and give teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on campus and excursions, as well as kept at school.

Evaluation:

This policy is to be reviewed triennially by staff and reported to School Council.

________________________________________  _______________________________________
Principal       School Council Presidents

Date: ________________________________

Review Date: ________________________________

Version for Council ratification