



Our Lady of the Way Primary School

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# FIRST AID POLICY

## 1.0 Rationale

First Aid at *Our Lady of the Way School* is provided by qualified staff to meet the needs of students who become ill, have accidents and require the administration of prescribed medication. First Aid is primarily administered by administration personnel who are in possession of a current Senior First Aid Certificate. Any staff member with a current Basic First Aid certification may also be required to assist. Medication is administered by office staff only when there is written permission and clear instruction from the student's parent/guardian and medical practitioner.

## 2.0 Aims

- To provide First Aid to students who require it.
- To provide First Aid by qualified personnel.
- To maintain appropriate records of all First Aid that is administered.
- To administer medication and medical procedures authorised by a medical practitioner.

## 1.0 Implementation

- 1.1 The school provides a First Aid room.
- 1.2 Equipment in the First Aid room is maintained to a high standard.
- 1.3 A staff member is responsible for maintaining the material needed to organise the efficient running of the First Aid room.
- 1.4 Staff with Senior First Aid Certificates update their qualifications when necessary. The list of qualified staff will be on display in the First Aid Room.
- 1.5 All teachers & support staff update their CPR qualifications and basic first aid certificate annually.
- 1.6 First Aid Incidents are recorded and the First Aid Procedures followed.
- 1.7 First aid is the initial administration of treatment in the case of accidents, which may precede the involvement of a doctor or full medical care being obtained.
- 1.8 *Our Lady of the Way School* staff are not expected to be specialists in diagnosis and cannot be held accountable if they fail to identify major emergencies and illness on the basis of minor and ordinary symptoms.

- 1.9 Parents are contacted when children are presented with any type of injury to the head or eyes.
- 1.10 If, in the opinion of staff, a child is obviously sick or has not recovered from their injury, parents/carers or the emergency contact person will be contacted to collect the injured/sick child.
- 1.11 In cases of external bleeding, the wound will be covered with a suitable dressing to prevent cross infection.
- 1.12 If a student is allergic to any form of wound dressing, it is expected that the office would have on record notification in writing by the parent/carer. Students with such allergies will be identified on a medical alert.
- 1.13 Staff should use protective gloves when dealing with any body fluid including blood.
- 1.14 Student's records are updated annually to maintain accuracy. A file of student medical records is kept in the First Aid Room.
- 1.15 An ambulance is ordered when the First Aid Officer/ Principal deem it necessary.
- 1.16 Portable First Aid kits are maintained and are used on playground duty, to provide minor first aid care.
- 1.17 First Aid kit is available for school excursions with supplies that can support injuries or illness of an extended nature. *This kit will include asthma care materials and epiPen.*
- 1.18 Medication is administered after the parent/guardian, in consultation with the medical practitioner, has documented the amount of medication and the time that it is to be administered. The appropriate written consent must be on file.

#### **4.0 Budget**

A budget will be provided for the professional development of staff and acquisition of resources.

#### **5.0 Evaluation**

The Principal, with delegated responsibility to the Leadership Team and staff, will be responsible for the planning, implementation and review of this policy.

# FIRST AID PROCEDURES

## **FIRST AID**

*Our Lady of the Way School* acknowledges that it has a duty of care to the students attending the school. The welfare of the students is essentially the first and foremost consideration of any procedure for medical treatments of students.

The following procedures are to assist school staff in the administration of First Aid in the event of accidents, medical treatment in times of illness and appropriate medication when required.

## **FIRST AID - PROCEDURES FOR ACCIDENTS WITHIN THE SCHOOL.**

To allow for a clear understanding of the best and safest course of action should an accident occur in the playground or in a classroom, the following procedure should/must be adhered to:

- The teacher on duty in the playground area or classroom where the accident has occurred must be notified immediately.
- In case of a serious injury or a suspected breakage the student should not be moved. The duty teacher should remain with the student and send a first aid card to the office for assistance by a qualified First Aid officer, who will assess the situation.
- Teachers on duty are to take their duty bag, which contains the necessary first aid equipment that would be necessary for a minor injury.
- In case of minor accidents the teacher on duty will assess the seriousness of the injury and:
  - if minor, the duty teacher administers a wipe to clean the injury and dresses the injury with a Band-Aid;
  - if an injury has occurred which requires more thorough treatment, the student is sent to the office with a First Aid Card found in the duty bag.
- All serious accidents/injuries reported to the First Aid officer should be recorded on the WHS web site. This is a legal requirement and may be sought in the event of a medical and/or court procedure.
- Accident/Injury reports are to be placed in the student's personal record file.
- An ambulance will be ordered when the First Aid officer/Principal deem it necessary.
- Relevant information on students with special medical needs will be on display in the First Aid Room and in the First Aid Student file in First Aid Room.
- Relevant information on students with special medical needs will be found in the staffroom, on display in classrooms and near the teacher's desk.
- Students with a specific medical condition (e.g. Epileptic, Diabetic, Anaphylactic) may wear a fluoro identification vest and/or coloured hat.

## **FIRST AID - SICK BAY**

The school has a sick bay for the use of sick or injured children. Supervision of students in the sick bay is undertaken by appropriately trained first aid office staff. Students can be sent to sick bay only by teachers or teacher assistants. If a student is sent from the playground, the teacher on duty is to give the child a first aid card, found in the first aid duty bags. No student may take himself/herself to sickbay.

When a student arrives at Sick Bay, they are assessed and treated according to accepted first aid practices:

- Check if they are allergic to anything.
- Clean any wounds with water only.
- Apply ice packs where required.
- If an injury is sustained to the head or eyes, **parents must be notified as soon as possible by phone** of injury and how it happened (if known).
- Records of visits to Sick Bay must be made of:
  - the student's name, class and time of arrival
  - nature of injury and treatment,
  - time of departure from sickbay.

While a child is in the Sick Bay under observation, the office door must remain open, and office staff are to maintain visual contact with the student.

In serious cases, if an ambulance is considered necessary then the first aid officer will consult with the Principal or delegate where possible.

If the child needs to be sent home the first aid officer will notify the classroom teacher before contacting the parent.

If the student's condition improves then the first aid officer may send the student back to the classroom.

Students suspected of having a communicable disease will be treated in line with the Department of Health guidelines. Students diagnosed with a communicable disease will be excluded from school for the period stated in Department of Health guidelines.

## **FIRST AID - MEDICATION**

Some students require regular medication during school hours. Some students may require medication from time to time. All medication must be sent to the office for storage and administration. Parents are requested to hand their child's medication into the office in the original container with the following details clearly marked:

- Student's Name
- Name of Medication
- Dosage
- Time and frequency of administration
- Name of prescribing doctor

Medication permission forms with the above information are kept in the office. First aid trained office staff are responsible for administering medication. Parents are encouraged to administer medication at home as much as possible.

For long-term medications, forms that must be completed before administration of the medicine can take place. These are available from the school's web page or the office and will be sent home on request. A formal action plan is then established by the Principal or delegate in consultation with the parents & medical practitioner.

Appropriate records are kept of all medications administered to students. Teachers are to remind students to attend the office at the appropriate time to take medication. On excursions, it is the responsibility of the teacher in charge, to ensure that medication is administered appropriately. In an emergency, if parental permission is unavailable the staff member acts in accordance with the student's best interest.