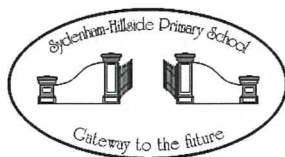


Sydenham Hillside Primary School No3559



First Aid Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Sydenham Hillside Primary School on 9361 5300.

RATIONALE

At Sydenham Hillside Primary School 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.

SCOPE

First aid for anaphylaxis and Asthma provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

AIM

- 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

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a Level 2 first aid certificate, and with up-to-date Cardio Pulmonary Resuscitation (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 a locked cupboard in the first aid room.
- First aid kits will also be available in the sick bay, gymnasium, staff room and administration offices.
- Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class 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, 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 duty, while more serious injuries, including those requiring parents to be notified or suspected treatment by a doctor, will 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 expressed permission of parents or guardians. Parents provide all medications to be administered and written consent to administer.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid. For more serious injuries/illnesses the parents/guardians 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 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 staff member considers the injury to be greater than 'minor' will be reported on Department of Education Accident/Injury form LE375 and entered onto Cases21/Sentral.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any medical reason, illness or injury (other than an emergency) must sign the child out of the school in a register maintained in the First Aid Room.
- All teachers/staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit a staff member may confer with others before deciding on an appropriate course of action.
- A comprehensive first aid kit will accompany all camps and excursions.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving staff members' 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 a documented asthma management plan, will have access to Ventolin and a spacer 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.
- 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, 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 organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- All staff will complete online anaphylaxis training each year and the practical training every 3 years.
- It is recommended that all students have personal accident insurance and ambulance cover.

EVALUATION

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

This policy has been ratified by School Council on

17th March 2022

Principal



School Council President

