



NHILL LUTHERAN SCHOOL

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FIRST AID

RATIONALE:

All children and staff 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.

The School has the responsibility for providing First Aid Training for Staff. It is expected that at least one staff member will maintain and update first aid qualifications, with expenses covered by school budget. This reflects the school's Duty of Care to provide immediate help for sick and injured people, and to organise further help or treatment for those requiring it.

AIMS:

- 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 administration staff member) to be trained to a Level 2 First Aid Certificate, and with up-to-date CPR qualifications.
- 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.
- Each staff member rostered on duty is responsible for ensuring that first aid is administered when the need arises, by **either** remaining on duty and administering the first aid, ensuring that the child is taken to another staff member for treatment, **or** arranging for another staff member to continue the duty and personally administering the first aid treatment as considered necessary.
- One Staff member will be appointed First Aid officer, and will be responsible for first aid supplies in the staff room and in the Yard Duty bag.
- This staff member is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid cabinet.
- A comprehensive supply of basic first aid materials to be stored in a locked cupboard in the staff room.
- Any children in the staff room for the purpose of first aid treatment will be supervised by an administrative staff member at all times.
- Any children with injuries involving blood must have the wound covered at all times.
- An accident register shall be maintained in the staff room, in which:

- the staff member who was first alerted to the situation completes a report;
- details entered must include: date, nature of illness/accident, action taken, and names of any other students/adults present at the time;
- a report must be completed whenever any treatment is administered.
- 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 first aid.
- For more serious injuries/illnesses, *eg any injuries to the head, broken bones, cuts or gashes requiring stitches, or any injury requiring further medical treatment*, the relevant action will be taken according to medical file information, and parents will be notified immediately.
- All teachers have the 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.
- 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 recorded.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- Parents of ill children will be contacted to take the children home.
- No medication will be provided to students without the permission of parents. When medication is sent to school with an accompanying note from parents, staff will supervise the treatment according to the instructions given.
- 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 excursions will have issued 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 a copy kept at school.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- When alerted to situations where children are managing treatment, *eg inhalers*, staff will supervise that treatment.
- Each year, requests for updated first aid information will be sent home including requests 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 illness and medications throughout the year.
- A list of children with special needs (*Students at Risk*), as indicated in the medical file, will be provided to each staff member, and another placed by the first aid supplies in the staff room.
- General organisational matters relating to first aid will be communicated to staff each year.
- It is recommended that all students have personal accident insurance and ambulance cover.

DATE: 2014

FOR REVIEW: 2019