



ALBANY RISE PRIMARY SCHOOL

FIRST AID POLICY- GENERAL

RATIFIED BY SCHOOL COUNCIL: 23rd October 2019

REVIEW DATE: 2022

PURPOSE:

- 1.1 The School has a responsibility for the adequate care and welfare of its students.
- 1.2 To provide appropriate first aid to those in need.
- 1.3 To ensure a well organised first aid program catering for all medical emergencies.

GUIDELINES:

- 2.1 At all times the School Policy and Advisory Guide will be the basis for the structure of our first aid program.
- 2.2 First aid training will be updated annually. Staff members' qualifications will be reviewed on an annual basis. All staff will be provided with the opportunity to complete Level 2 training.
- 2.3 A room will be designated as the sick bay and first aid room.
- 2.4 A Work Place, Level 2, First Aid trained staff member will be available for referral at all recess breaks.
- 2.5 All staff should be provided with sufficient knowledge to administer basic first aid in order to provide adequate duty of care.
- 2.6 Disposable surgical non-allergenic gloves will be used when treating any bleeding injuries and body fluids
- 2.7 First aid materials will be provided for use in the sick bay and on excursions, camps and sports activities.
- 2.8 The staff member in charge of first aid is responsible for ensuring that adequate supplies are maintained.
- 2.9 As a general rule, children encountering minor problems should consult the teachers on yard duty before going into the sick bay for further attention.
- 2.10 Whenever there is any doubt regarding a child's injuries or illness, the parents must be contacted for final decisions about treatment. NB: *All head injuries (including damage to teeth) will be reported to the principal or senior first aid person, and parents should be contacted.* Children who are treated for head injury, regardless of the severity, will be required to wear a sticker indicating they have received a bump on the head.
- 2.11 If a child is badly injured, or too ill to resume normal class activities, the parent(s) or nominated guardian will be asked to collect the child from school. Seriously injured children will be supervised at all times. In the event of the parents or nominated carer being unable to be notified, the student's personal information will be accessed by the first aid supervisor and Principal who will use their discretion in seeking appropriate treatment. **IN URGENT CASES AN AMBULANCE WILL BE CALLED.** All costs in relation to ambulance or medical expenses are the responsibility of the parent/guardian.
- 2.12 Where a student is required to go by ambulance, an adult (parent/carer, or if unavailable, staff member) will accompany the student.
- 2.13 The class teachers of any child admitted to the sick bay will be informed, including actions taken (eg. Sent home).
- 2.14 All injuries should be recorded using injury/accident register in the sick bay.
- 2.15 Serious accidents will be recorded in the official accident register at the office, CASES, Emergency Management and WorkSafe (as appropriate).



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ARPS POLICY

- 2.16 The school will maintain accurate and up-to-date contact phone numbers on CASES.
- 2.17 An asthma, anaphylaxis and allergy register will be maintained to assist in appropriate care. Similar records (including photos of those children) will be kept for any children with particular medical problems. This information will be on display and be accessible for all staff.
- 2.18 Only prescription medication in original package with child’s name can be administered to children with current written authority from parents according to the “Administering Medication” policy from DET.
- 2.19 A record of attendance is kept in the first aid room. All students attending must be recorded.
- 2.20 Medications will be stored as per Medications Policy

Related School Policies:

- Administering Medication
- Camps & Excursions
- Anaphylaxis
- Asthma

References:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

Schools can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency

Principal: _____

School Council President: _____

Date ratified by School Council: 23rd October 2019 _____

To be reviewed: _____ 2022_____