

# First Aid Policy

## RATIONALE

At Kingswood, we are safe, friendly and organised. All students know that they will be attended to with due care when in need of first aid.

## AIMS

- To administer first aid to students when in need in a competent and timely manner.
- To communicate students' 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.
- To record serious incidents/accidents in CASES 21.

## IMPLEMENTATION

- All staff are trained in CPR, Level 2 First Aid, including blood spills, asthma and anaphylaxis (see relevant policies).
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- Basic First aid supplies available in each classroom of the school.
- Any student(s) in the first aid room will be monitored by the first aid officer/office administration staff during class time. The red light above the door in the first aid room will be turned on when a student is in the first aid room.
- Any minor injuries or illnesses that occur during class time will be referred to the first aid officer/administration staff who will manage the incident. During recess or lunchtime staff on yard duty will wear fluorescent vests for ease of identification, bags with basic first aid supplies and carry portable phones. In the case of injury the staff member on yard duty will evaluate the situation and communicate details by portable phone to the office. For minor injuries the student will be assisted to the first aid room where first aid will be administered. For severe injuries the student should be treated at the scene of the injury and the office notified, ambulance called and parents contacted as soon as practical.
- All students who are treated in the sickbay are recorded in the school management system Compass.
- Minor injuries are treated by staff members on duty. Any students with injuries involving blood must have the wound covered at all times. The first aid principles of "do no harm" means that a wound may not be able to be fully cleaned at school and that antiseptic is unable to be applied.
- Medication (including headache tablets) are not administered to students without the written permission of parents/guardians via the Medication Permission Form or CareMonkey. Medications will be stored by the first aid officer unless refrigeration is required whereby they will be stored in the refrigerator in the staff room. The only exception to this is asthma medication which may be carried by students or kept in their bag as long as staff are aware.

# First Aid Policy

- Parents of all students who receive first aid will be notified via Compass indicating the nature of the injury/illness, any treatment given, and the name of the teacher 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 student's head, face, neck or back must be reported to parents/guardian.
- For any student who is collected from school by parents/guardians or who is administered treatment by a doctor/hospital or ambulance officer as a result of a serious injury, staff will notify the Department's Security Services Unit on (03) 9589 6266, complete WorkSafe's Incident Notification Form and record on CASES21.
- Parents of ill students will be contacted to take the students home.
- Parents who collect students from school for any reason (other than emergency) must sign the student out of the school via the Compass kiosk.
- All staff members 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.
- School camps have Level 2 first aid trained staff members.
- A comprehensive first aid kit will accompany all camps/excursions; the first aid kit will have a list of contents and be kept fully stocked. First aid kit stocked in accordance with Department Occupational Health & Safety requirements.
- All students attending camps or excursions will have provided an updated CareMonkey profile or signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should the need arise. Copies of the signed medical forms are to be made. One set is to be taken on camps and excursions, while the other set remains at school. Staff must download an offline version of CareMonkey prior to leaving the school.
- All students, especially those with a documented asthma management plan, will have access to asthma medication and a spacer at all times.
- The First Aid Officer is 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, epilepsy, diabetes and anaphylaxis management plans (refer to anaphylaxis policy) or high priority medical forms. Throughout the year there will be reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications. These will also be stated in the Prep Handbook.
- It is the parent's responsibility to regularly update CareMonkey.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.
- It is recommended that all students have personal accident insurance and ambulance cover.

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## REFERENCES

Departments School Policy and Advisory Guides:

- First Aid Needs
- Accident Recording and Reporting
- Medical Emergencies
- Worksafe Notifications

## EVALUATION

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

## Review

Version	Edited By / Comments	Next Review
May 2013	Environment & Facilities Sub-Committee	May 2016
June 2016	Environment Sub-Committee	June 2019