



POLICIES - FIRST AID

Rationale

At this school we interpret "Duty of Care" as meaning that the treatment for sickness and injury should be conducted in a way similar to that in which a teacher would care for a child of their own. There is an obligation on the part of the School Council and Principal to provide first aid supplies and equipment and to administer first aid when necessary within the limits of the teacher's skill and expertise. Where the teacher is in doubt about what to do the parents or guardians should be notified. In the case of a serious injury or illness, neither the Principal nor teacher is required to diagnose or treat the condition, apart from carrying out the appropriate first aid procedures. Diagnosis and treatment is the responsibility of the ambulance officer or medical practitioner called to the scene.

Implementation

Teachers on duty must:

- carry a first aid bag and deal with minor problems on the spot
- refer a child to the Level 2 First Aid teacher on duty if needed
- carry a portable first aid kit and any medication needed by the children in their class on an excursion or camp
- be familiar with the children and staff who have severe medical conditions and allergies
- have the First Aid Procedures and Medical Information booklet on hand for casual relief teachers to read
- have a parent sign an Administering Medication Form if their child needs to be given medication at school (other than medication for asthma and anaphylaxis)
- contact the office staff if a child is ill or injured during class if it cannot be dealt with by them

Level 2 First Aiders must:

- fill out an Illness and Injury note to be sent home with the child if they have had treatment in the First Aid room
- record a statement about the child's visit to the First Aid room in the injury book and record serious injuries on the DEECD Accident Form to be put onto CASES
- monitor children who are in the First Aid room until they are collected by their parents or a guardian
- follow action plans provided by parents to deal with any medical conditions or allergies
- call parents to inform them if their child has had a head injury
- inform parents if their child has been exposed to the blood of another child or adult
- follow the Blood Spills guidelines to clean up after an incident
- follow Emergency First Aid Procedures as outlined in the First Aid Procedures and Medical Information booklet in the case of a medical emergency

Responsibility

First Aid officers and all staff

Review date 2015 or as DEECD requirements change

Ratified by School Council 13th May 2014