



# FIRST AID

## POLICY

### Rationale:

- The school has a professional obligation and duty of care to the physical well being of all students. This policy has been developed to enable students, staff and parents to have a system that enables correct protocol to be carried out.

### Aims:

- Under the provisions of the Occupational Health and Safety Act 2004 and the Department of Education's duty of care obligation to students, the Department is responsible for providing first aid facilities and sufficient staff trained to an appropriate level of competency in first aid.
- As part of the duty of care owed to students, teachers are required to administer first aid when necessary within the limits of their skill, expertise and training.
- In the case of serious injury or illness, neither the principal nor the teacher is required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioner in attendance.

### Implementation:

- Teachers are supplied with bandaids to enable them to tend to minor injuries in the classroom and while on yard duty, students with allergies to bandaids will be sent directly to sick bay for treatment.
- Students will be referred to the first aid room after first consulting with the teacher on duty.
- Students will notify office staff prior to entering the first aid room.
- The first aider will fill out a "sick bay pass" noting details of the first aid incident and attend to the injury/illness as required.
- In the case of a serious injury, an accident report form must be filled in and entered into CASES21. In this case, parents/legal guardians will be informed as soon as possible of their child's condition and of any first aid treatment their child has received. An attempt should be made to contact the parents/legal guardians before calling for medical attention except in an emergency.
- If the injury is classed as an incident which is notifiable to Worksafe, Emergency Management and Worksafe will be contacted.
- Parents/legal guardians should be informed of any first aid emergency treatment their child has received.
- Management plans are kept in the office for those students suffering from asthma, epilepsy, severe allergies and diabetes.
- Although first aid cabinets normally will only be accessed by those staff with designated first aid responsibilities, all staff must be aware of their location in case of an emergency.
- The cabinets should be easily recognisable and should not be locked. Any medications supplied by parents/legal guardians will be stored separately in a locked cupboard or drawer.
- First aid cupboards should contain the relevant type and quantity of supplies to suit the requirements of the school.

References:

- Each first aid cabinet should contain or have with it a suitable and current first aid manual.
- One member of staff will be allocated responsibility for the overall organisation of all first aid, sick bay supervision and the maintenance of the first aid cupboard(s) and kit(s). Desirably, this staff member should have first aid qualifications of Level 2 First Aid or its equivalent.
- Supervision of children in the sick bay will depend on the severity of the injury/illness.
- Staff with current first aid qualifications should be listed with the specific type and level of first aid training, and be available to the person in charge of first aid on request or in an emergency.
- First aid kits are available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.
- Portable first aid kits are available for staff on yard duty.
- Students who present frequently for first aid or who are frequently unwell should be encouraged to examine eating, sleeping and leisure activities to determine reasons for feeling unwell. Parent/legal guardian contact may be necessary. Staff concerned with a student's health should discuss the matter with relevant staff.
- Where possible, only staff with first aid qualifications should provide first aid. However, in an emergency other staff may be required to help within their level of competency.
- In the case of any media attending because of an illness/accident, only the school principal or his/her nominee will be permitted to make comment to the media

**Evaluation:**

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

This policy was last ratified by School Council in October 2014