

ADMINISTRATION OF FIRST AID POLICY

Rationale:

- All children 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.

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 at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A comprehensive supply of basic first aid materials will be stored in a locked cupboard.
- First aid kit will also be available in the OSHC room.
- A confidential up-to-date register located in the OSHC room will be kept of all injuries or illnesses experienced by children that require first aid.
- 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.
- Any children with injuries involving blood must have the wound covered at all times.
- 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 responsible person providing the first aid.
- Parents of ill children will be contacted to take the children home.
- 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 OSHC room.
- A comprehensive first aid kit will accompany all excursions, along with a mobile phone.
- All children attending excursions will have provided a signed medical form providing medical detail and giving the responsible person 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 excursions, as well as kept at the OSHC room.
- A member of the OSHC Team is to be 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, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the OSHC to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.

Evaluation:

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

RATIFIED BY COLLEGE COUNCIL

_____ Date: 01/06/2018

School Council President

Review Date July 2021

