



## FIRST AID POLICY

Wild Cherry School and Kindergarten, referred to as 'the School' from this point forward, is committed to providing adequate first aid and medical assistance to children/students, teachers, staff, volunteers, parents, and others while at school or participating in school sanctioned activities.

### PURPOSE

The purpose of this First Aid Policy is to give Wild Cherry School and Kindergarten staff clear guidelines regarding the application of first aid to children/students, staff, volunteers, parents and others requiring first aid attention whilst in the care of and on school premises.

### CORE POLICY

1. For all serious injuries, call triple zero (000) immediately.
2. All administration and teaching staff at Wild Cherry School and Kindergarten, are required to obtain and maintain a current Provide First Aid (PFA) Level 2 certificate (HLTAID003 or HLTAID004).
3. The School will appoint a designated First Aid Officer.
4. The School will keep a register of all persons having a PFA certificate and ensure certificates are up to date and renewed when required. The list of current PFA certificate holders is displayed publicly on the first aid cabinet.
5. The administration of medication and first aid treatment can only be executed by a staff member with a current PFA certificate. Children are not to self-administer any medication whilst in School care, except in cases of parental consent, e.g. for use of respiratory aids.
6. Any treatment and application of first aid is documented and filed by the First Aid Officer in the Accident, Incident and First Aid Register.
7. All first aid items, medications, kits, and individual treatment plans are appropriately stored in an easily accessible but lockable cabinet in the first aid room or such dedicated space.
8. The School/First Aid Officer maintains and replenishes all first aid items, kits and medication in enough quantities and within use by dates.
9. Parents/carers/guardians of kindergarten children are required to provide an up-to-date immunisation history statement for their child prior to enrolment in accordance with the 'No Jab, No Play' legislation. The statement will be kept with their enrolment record. A grace period may be applied for those whose children's immunisation history is not yet up-to-date and are currently following a catch-up program.

10. Parents/carers/guardians of school children are required to provide an up-to-date immunisation history statement or a letter from their health practitioner (GP) advising of reason/choice not to immunise their child prior to enrolment.
11. Parents/carers/guardians are required to provide the medical history and individual health requirements of their child at the time of enrolment and must notify the School of any changes when they occur. Information is required regarding:
  - i. Medical conditions such as asthma, epilepsy, anaphylaxis, diabetes;
  - ii. Allergies caused by food, insects, plant, mineral, and/or chemical;
  - iii. Any current course of medication; and
  - iv. Non-prescriptive medication due to illness.
12. Parents/carers/guardians of children with a known medical condition are required to provide:
  - a) A health management plan from their health practitioner (including contact details)
  - b) A risk minimisation plan outlining the strategies to manage a child's medical and health needs whilst in school care
  - c) A signed consent form if any medication is to be administered during school hours or whilst the child is in school careand attend a meeting with the child's class teacher to document management strategies for the times when the child is at School.
13. It is the responsibility of parents/carers/guardians to keep any health or medical history up to date with the School. A reminder will be communicated annually in the School newsletter.
14. Any medication to be administered at the School is to be handed to the First Aid Officer or class teacher. Medication must be in an original and sealed container with the health practitioner's (GP or pharmacist) direction on the label, stating child's name, name of drug, date of dispensing, dosage to be administered. This container will remain at the School until it is finished or no longer required. The School will dispose of any unused medication. Dosage must be supported by health management plan and signed consent form.
15. The School will keep all individual medication in separate containers clearly marked with the child's name and photo in the dedicated first aid cabinet.
16. In the event of a child/student refusing to take medication, the First Aid Officer or class teacher will notify the parent. The School will not force a child/student to take medication.
17. All class teachers, specialists, and support staff make it their responsibility to seek information on the health conditions of the children/students in their care and their required management. Casual staff will be briefed by the First Aid Officer or class teacher.
18. The School will make every effort to look after the children/students in their care. Parents/carers/guardians are asked to not send sick children to school. If a child/student becomes ill whilst at school, the School will make contact with parents/carers/guardians using emergency contact details to make the parent or designated carers aware, and if possible, have the child/student collected from school.
19. Parents/carers/guardians of children who contract a contagious disease must immediately without delay notify the School and keep their child/children away from the School until the contagious period has passed. Contagious diseases include measles, mumps, rubella, whooping cough, croup, foot and mouth disease, conjunctivitis, ringworm, etc. A health practitioner will advise of the isolation period.
20. In cases of a contagious disease being identified, the School will notify all parents/carers/guardians of children/students as soon as practicable particularly those who:
  - a) Have not undergone a complete immunisation program and may be susceptible; and/or
  - b) Have reduced immune system capabilities due to known medical conditions.

21. The School will immediately notify parents by phone or in person of first aid incidents if a child/student has received treatment for serious injuries or illnesses, e.g. knock to head or spine, broken limbs, cuts requiring stitches and any other incidents that require immediate or urgent professional medical attention. The relevant regulatory authority will also be advised within 24 hours of becoming aware of or the occurrence of a serious injury to or death of a child.
22. Minor first aid incidents, e.g. minor scrapes, bruising, cuts, etc will be treated as per child/student's medical consent and depending on nature may or may not be communicated to parents/carers/guardians.
23. A copy of this First Aid Policy is included in all first aid kits (office, classrooms, yard duty, travel kits).

## **AUTHORISATION**

Signature Board Secretary  
East Gippsland Steiner Education Group Inc.  
Date authorised: 5 September 2019

## **PROCEDURES**

1. Child injured or children witnessing injury notify nearest adult/staff member (go straight to step 2 if child presents sick)
2. Child is brought to first aid room and attended by First Aid Officer in charge
3. Identify if child has a current health management plan related to presenting condition
4. If yes, follow management plan
5. If no, administer appropriate first aid treatment
6. Staff attending to child/student records action taken in Accident, Incident and First Aid Register
7. If condition is not serious, parents/carers/guardians may or may not be notified
8. If condition is serious, parent/guardian will be notified in person or by phone