



FIRST AID POLICY

RATIONALE

This document has been developed to give the school clear guidelines regarding the application of first aid to students, staff, parents and other incidents at the school requiring assistance relating to the health of individuals.

The administering of medication due to:

- Ongoing medical conditions such as asthma and epilepsy
- Allergies caused by insect bites and/or chemical reactions
- Children needing to complete a course of medication
- Non-prescriptive medication due to unexpected illness

This policy also identifies the school management procedures that are implemented to identify and monitor students who have pre-existing medical conditions that may alter while in our school setting, or be affected by other students / persons that they may come in contact with at school.

While in the school setting, or participating in school sanctioned activities, students, Teachers and/or parents may be involved in an accident requiring first aid treatment. It is essential that the treatment administered to the injured person be appropriate, and that the incident, and first aid administered to the patient, be documented by the school.

IMPLEMENTATION GUIDELINES

When students are enrolled at the school, parents are required to complete the medical detail section of the enrolment form and provide an immunisation certificate or letter from GP advising of choice not to immunise. Parents are advised annually via the newsletter, of the need to update these medical records and the emergency contact details and that this is their responsibility.

Students with known medical conditions are required to have a Consent Form and Medical Management Plan, detailing a description of the condition, symptoms of deterioration of the condition, usual medical treatment needed at school, medical treatment if the condition deteriorates, and any side effects of the medication. Also the name, address and phone number of the child's medical practitioner and emergency contacts.

Copies of student Consent Form and Medical Management Plans are to be housed in the office, first aid area, and with the Class Teacher's Child Attendance Roll.

Lists of Teachers/staff at the school with first aid qualifications are to be displayed in the first aid area.

If drugs (medication) are brought to school they must be given to the Class Teacher, who will organise for them to be housed in:

- (b) A locked cupboard in the first aid area
- (c) Staff refrigerator (with the exception of asthma sprays – see following)

Students with long or short term medical conditions which require oral prescription drugs must supply

- A letter from parent/guardian giving the Class Teacher / designated First Aid Officer permission to assist the child to take prescribed medication
- Original medication in a sealed container with the pharmacist directions on the label stating: Child's name, the name of the drug; date of dispensing, dosage to be administered at school
- This container of medication will remain at school until finished or no longer required.
- The school will dispose of any unused medication.
- Designated First Aid Officer will be responsible for checking expiry dates of all medications
- Dosage will be recorded on original container including topical liquid and in the Consent Form and Medical Management Plan

In the event of a student refusing to take medication, the Class Teacher will advise the parent and/or doctor as soon as possible. Class Teachers will not force a student to take medication.

All Teachers should make themselves aware of the medical conditions of the students in their care and the medication taken by that child.

While every effort will be taken to look after the students, parents are urged not to send sick children to school. If students become ill at school efforts will be made via emergency contact details to make the parent or designated carers aware, and if possible have the student collected from school.

If a student has received first aid at school, parents should be made aware by:

- Note or text message (for minor injuries/illness)
- Phone call (for serious injuries/illness)

Asthmatic reliever sprays (e.g. ventolin, respolin) may be kept by students trained in their use. This practice must have parent endorsement in the Consent Form and Medical Management Plan

Additional asthmatic reliever sprays (e.g. ventolin, respolin) and other inhalers to be stored in locked first aid cupboard.

Students with specific medication for allergic reactions to insect bites, chemical reactions or changes in climatic conditions are required to complete a Consent Form and Medical Management Plan and their medication may be stored in the first aid cupboard.

Paracetamol or any other non-prescription medication will not be distributed to students without written direction and consent of parent/guardian.

Parents have a responsibility to notify the school if their child is diagnosed with a contagious illness.

The school will then notify the parents of students who:

- Have not undergone a complete immunisation program and may be susceptible;
- Have reduced immune system capabilities due to their own medical conditions;

The Office Manager will be responsible for the auditing and maintenance of the school's first aid resources.

Staff members are required to record all first aid administered to students, staff and parents in the Accident, Incident and First Aid Register.

Specialist Teachers are to be made aware of this policy and the students in the class they are teaching who have a medical condition.

A copy of the First Aid Policy is to be available in all of the school's first aid kits and to be taken on all school activities outside school grounds

PROCEDURE FOR ATTENDING TO STUDENTS WHO BECOME ILL WHILE AT SCHOOL

1. Staff member is notified of illness or injury to child
2. Identify if child has a Medical Management Plan related to presenting condition

3. If yes, management plan located in first aid area, classroom and office to be followed
4. If no, designated First Aid Officer notified to administer appropriate treatment
5. Staff attending to student records action taken in Accident, Incident and First Aid Register
6. If condition is not serious, parent/guardian will be notified by SMS
7. If condition is serious, parent/guardian will be notified directly by phone