COLLEGE WIDE FIRST AID POLICY

1. Rationale

The School Council requires First Aid procedures to be clearly defined to ensure the emergency care of the injured or ill.

2. Broad Guidelines

2.1 To provide comfort and first aid treatment to injured or ill students.
2.2 To communicate children’s injuries or illness to parents when necessary
2.3 To recommend additional treatment may be needed.
2.4 To maintain a sufficient number of qualified staff members for First Aid
2.5 To provide basic First Aid knowledge for all staff.
2.6 To ensure staff understand first aid policy.

3. Implementation

3.1 The First Aid Co-ordinators to ensure the First Aid Room is adequately stocked and kept clean. Assistance of all the staff in providing a comfortable and safe environment is expected.

3.2 First aid procedures are displayed in the First Aid room. The requirements as defined by the DE&T will be followed.

3.3 For serious injuries/illnesses a Level 2 First Aider must be consulted. A list of trained First Aiders will be made available to all staff.

3.4 It is the parents' responsibility to provide details of allergies and other major illnesses to the school.
3.5 Asthma Management forms will be issued at the commencement of each school year. A copy of the information provided to the school will be kept in the First Aid room and the original documentation returned to office staff.

3.6 Parents are required to provide signed permission forms for all excursions and camps deeming the teacher in charge to take all necessary steps to aid the ill or injured. If necessary, parents should be contacted immediately if a student is injured. If parents or emergency contact cannot be made, medical assistance will have to be called, or medicines administered under teacher's supervision.

3.7 A list of students who are known to have allergies or other major illnesses, will be provided by the First Aid Co-ordinator. This list will include the student’s normal medical program and medicines to be used when symptoms develop or in time of crisis. Daily Organiser should inform CRTs of the location of photo board.

3.8 Injuries in the yard will be reported to the yard duty teacher who will manage the problem, if necessary they will refer the child to the first aid room.

3.9 Children with injuries or illnesses in class will report to the Office with a note/phone call indicating the nature of the ailment.

3.10 Serious injuries or illnesses are to be reported to a Principal & First Aid Co-ordinators.

3.11 Staff will not administer any medication to any student unless written parental consent has been given and recorded in the medication book. Unless the medication is something that the child must have close at hand (such as an asthma inhaler), the medication is to be stored in a locked cupboard and clearly labelled in the first aid room.

3.12 No child, who is ill or injured, will be sent home without the knowledge of the First Aid Officers.

3.12.1 The First Aid Co-ordinators will ensure that all students have access to first aid facilities as required, and that the staff are aware of DE&T directions related to first aid. This policy supports the parents' need for the children to be cared for when ill or injured.

3.12.2 Incidents/Accidents/Injury/Illness must be recorded by a first aid co-ordinator.

3.13 If a child receives a significant injury to the head, the parent is to be contacted via a telephone call. In addition to a first aid report being completed.
3.14 The first aid room will have the necessary equipment for first aid treatment, purchased by the First Aid Co-ordinator.

3.16.1 Portable first aid kits will be provided for camps/excursions/sporting events. These will be maintained and restocked by the First Aid Co-ordinator along with all equipment (such as the used by date of asthma inhalers) on a regular basis.

3.17 It is recommended that all families have personal accident insurance and ambulance cover. First aid co-ordinator will call an ambulance if required regardless of parent membership status.

4. **Evaluation**

   *This policy will be evaluated annually by the First Aid Committee in conjunction with the First Aid Officer along with an annual examination of the nature of injuries by referring*