FIRST AID POLICY

Rationale:
The school has duty of care to provide:
- First aid facilities and requisites that meet DET guidelines.
- Sufficient staff trained to an appropriate competency level.
- First aid when necessary, within the limits of skill, expertise and training.

Purpose:
- To provide an appropriate level of treatment and management of children who require first aid.
- To provide a legal duty of care in regard to the physical well-being of all students.

Guidelines for Implementation:
- The Office Manager is the First Aid Coordinator and is supported by the Administrative Assistant. Both are trained to the Level of Workplace 2.
- First Aid Kits will meet DET regulations and be maintained accordingly.
- All staff are provided with the opportunity to update CPR annually and Epipen use.
- First Aid is available.
- The office is staffed during the lunch break with a First Aid officer.
- Teachers carry hip bags containing simple first aid equipment whilst on yard supervision. The hip bag carried by the duty officer furthest from the Sick Bay (Oval Duty Teacher) contains asthma first aid equipment. Each bag contains green cards to be given to children who need assistance from the office. Staff members will carry and use disposable plastic gloves when treating children with lacerations or where there are blood spills. This includes both classroom and outside areas.
- First Aid Coordinator has the responsibility for the overall organization of all First Aid, Sick Bay supervision and maintenance of the First Aid Cupboard and Kits. First Aid supplies are to be checked regularly, including First Aid Kit, First Aid cupboard, hip bags and classroom supplies.
- A record is kept of all head injuries in the book provided in the First Aid Room.
- All head and other serious injuries are notified to parents in writing and via phone contact.
- Communication will be maintained between parents of injured children sent home. Communication will occur as soon as practicable after the injury.
- Serious injuries are reported to the First Aid Coordinator and recorded on the CASES21 accident register.
- Only the First Aid Coordinator, qualified assistant or the principal are to administer medication to children when at school. Written notification will be sent home of medication administered and time given in cases where permission has been granted but no specific time given by the parent. No medication is to be administered, unless authorized with written consent by parent/guardian.
- Analgesics are not purchased or supplied by the school.
- Children with a specific medical condition or illness will have an individual written management plan provided by parent/guardian and updated annually.
- A First Aid Kit that meets DET regulations will be taken on all excursions/camps.
- During camps/excursions the responsible teacher may administer medication which has been authorised and supplied by the parent/guardian.
- All children who require administration of medication on camps/excursion, will require an individual Medication Administration Form completed and authorised by parent/guardian.
- All staff will be informed of and follow the procedures outlined in the Eaglehawk North Primary Emergency Management Plan.