



First Aid & Accidents Procedure

Health & Safety

NAG 5 Procedure

Rationale

First aid is the first assistance and support when a person presents with an obvious or complained about an injury or sudden health status change. All staff have a duty of care to ensure that any potentially life-threatening or long-term health deterioration consequences are identified as accurately as possible and stabilised while professional care is sought.

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. The School's procedures need to be followed to ensure this.

Purpose

- To provide effective First Aid for accidental injuries and sickness.
- To provide medical supplies.
- To ensure that staff are adequately trained in First Aid treatment.
- To establish school First Aid procedures for treatment.

Designated First Aider

A staff member with suitable first aid qualifications will be appointed to be the designated first aider in the school. For 2019/2020 this is Norah West, the school Office Administrator. This position qualifies for the allowance set out in the Support Staff Collective Agreement 2015 - 2019 section 5.3.1.

First Aid Certification

We encourage all teachers to hold a current first aid certificate. As this may not always be practical owing to part-time teachers and teachers who are employed on a shorter fixed term basis, we, however, will ensure that at least 75% of teachers and the Office Administrator hold a current recognised First Aid Certificate with up-to-date CPR qualifications. The School will cover the costs in obtaining certification involved.

Camps

All school camps will have at least one first aid trained staff member in attendance at all times. A comprehensive first aid kit will accompany all camps, along with a mobile phone. All children attending camps will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on camps and excursions, as well as kept at school, as per EOTC Guidelines. A first aid kit is to be taken on all trips away from the School.

Medical Update Forms

At the commencement of each year, a request for updated first aid information will be sent home including a request for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage First Aid, illnesses and medications throughout the year. Each teacher will have on hand a list of children who have been identified as having medical conditions and teachers are required to ensure they have the knowledge, skills and medication to handle any possible first response action. The school Office Administrator will coordinate the sending out of the Medical Forms at the start of each year.

Sick Bay Room

A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room. All First Aid Kits will be checked and dated regularly by Meditrain BOP. Children are not to have open access to this room and must have permission from a staff member.

Use of the Sick Bay

Use of the sickbay is only permitted with a staff member's permission. There must be a clear understanding as to who is supervising the patient and taking responsibility for their care and supervision.

Line of Action Taken

1. The Office Administrator (if present) needs to be informed accordingly and may become the supervising adult.
2. At all times a staff member must be in close proximity to the patient and able to keep a regular check on his / her condition.
3. The patient must know who their supervising adult is and be able to communicate with them at any time.
4. Depending on the nature of the case, another child may stay with the child in the sickbay to provide comfort and support. This person, however, does not replace the requirement to have a supervising adult in close proximity at all times who can monitor the child.
5. A decision will be made within 20 minutes whether or not the child remains in the sickbay. If it is deemed they do require additional time, a staff member attending the students will attempt to notify the parents/caregiver accordingly.

Notification of Accident or Sickness to Parents, Caregivers or Guardians Procedure

The School will inform parents, caregivers or Guardians of any significant injury or sickness sustained whilst at school at the earliest opportunity so appropriate further action can be taken (eg. Removing the child from school, seeking further medical assistance).

All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher may confer with others before deciding on an appropriate course of action.

Parents will be informed as quickly as possible if able to be contacted.

School Bus

A basic first aid kit will be carried on the school bus. Sick bags are also to be carried on the bus.

Care of Injured or Sick Child

Any teacher who initially attends a first aid incident will take all reasonable steps to ascertain the extent of an injury and will be responsible to ensure the health and safety needs of the student are attended to and followed up on. This may entail delegating another staff member that responsibility of following through with providing the care and attention that is necessary. The first response teacher will document the incident in the First Aid Register in the Sick Bay and ensure parents are notified if this is deemed necessary owing to the severity of injury or sickness. Any children with injuries involving blood must have the wound covered at all times.

Administration of Medication

No medication, including headache tablets, will be administered to children without permission of parents or guardians. Refer to [Administering Medication Procedure](#) for more details on Administering Medication.

Principal: Ryan Baronian

Reviewed: 06/06/2019	Next review: September 2022
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