

# St. John the Baptist Parish School

## FIRST AID POLICY

*St John the Baptist Parish School is a chilsafe organisation in compliance with Ministerial Order 870*

### **Rationale**

- 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.

### **Aims**

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To ensure sufficient training of all staff members in first aid.

### **Implementation**

- All staff, including administration staff to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- Supervision of the first aid room will form part of the daily office duty roster.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident, all injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff member on duty in the first aid room.
- Injured children must report to the teacher on playground duty. If requiring first aid the child is then sent to the staffroom with a red first aid card and suitable action is taken.
- In the event of a serious incident a child comes directly to the staffroom to alert teachers and the teacher on duty remains with the injured child until help arrives.
- An up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians through completion of a "Medical Permission Form". Medication provided by the parents must be in original packaging.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.

- Any student who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than “minor” will be reported in CCI School Accident Report Folder.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions 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 to be taken on camps and excursions, as well as kept at school.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- All children with an anaphylactic management plan will have access to an epipen at all times.
- A member of our Administration staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the conclusion of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year. This information is collated and kept in the First Aid room.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.

## Evaluation

### History of Updates to Policy

<b>Date</b>	<b>Comment (e.g. major review, minor review)</b>
9 <sup>th</sup> June	Minor review