



St Kevin's

# First Aid Policy

## Rationale:

At St. Kevin's we are committed to the well-being of all students. Therefore we value the safety of the children in our care.

## Aims:

To provide an environment where children with an illness or injury are catered for and managed appropriately.

To ensure that the First Aid Policy developed reflects the St. Kevin's Vision Statement.

To reflect the needs of students, staff, parents and the school community.

To reflect CECV, government policy, recent valid research and current practices in first aid.

## Implementation:

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- The first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- First aid kits will also be available in each level of the school, as well as the staff room and administration offices.
- A supply of medication (e.g Panadol) for teachers will be available in a locked drawer in the accounts office.
- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room will be supervised by a staff member at all times.
- All injuries / illnesses that occur during class time will be referred to the administration staff who will manage the incident; all injuries / illnesses that occur during recess / lunch breaks, will be referred to the teacher on first aid duty.
- A confidential up-to-date register (Ipad First Aid Register) located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid. More serious injuries will also be recorded online (CEVN - 'School Injury Incident Report Form'. Broken bones need to be reported to Worksafe within 24 hours of the accident.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide 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 (Refer [Medication Policy](#)).
- 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 (Level 2 or 3 injury, Refer and follow [Accident Management Policy](#)), 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 collected from school by parents/guardians as a result of an injury, or 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 online (CEVN - ‘School Injury Incident Report Form’).
- 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.
- School camps will have at least one Level 2 first aid trained staff member at all times.
- 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.
- A member of 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 commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis 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.
- General organisational matters relating to First Aid/OHS and Risk Management 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.
- It is recommended that all students have personal accident insurance and ambulance cover.
- Staff carry photographs of children with formal medical conditions, e.g Anaphylaxis, with details of symptoms and actions.
- All PFA and staff food handlers must complete a safe Food Handlers Certificate.

**Evaluation:**

- This policy will be reviewed as part of the school’s four-year review cycle.
- The Worksafe Compliance for First Aid will be a point of reference.

Reviewed by SDC: Nov 2017	Reviewed by Staff: July 2018	Ratified by Ed Board: July 2018	Next review: July 2022
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