

POLICY : FIRST AID

PURPOSE

Brentwood Park Primary School endeavours to provide a safe environment for the school community by providing appropriate first aid when needed.

AIMS

- To effectively administer first aid to children, staff and the school community members where necessary.
- To provide and encourage children to adopt safe practices at school by the implementation of programs such as: Sunsmart, fire safety, fire emergency drill, water safety, road safety and playground safety.
- To ensure first aid equipment is regularly updated and in sufficient supply.
- To encourage children to follow strategies that deal with unsafe or emergency situations.

IMPLEMENTATION

Duty of Care Statement:

There is an obligation on the part of the school council and principal to provide first aid supplies and equipment, and on teachers and school support staff to administer first aid when necessary within the limits of that person's skills and expertise. Where the person administering first aid believes that a situation needs to be followed up, then a parent, guardian or medical practitioner should be contacted. A first aid officer will have the responsibility for keeping the first aid room stocked and for providing first aid kits for camps and excursions. Yard duty folders will be stocked with basic items such as gloves, bandaids and wipes for minor injuries. These basic items are also available in each classroom.

All staff will be made aware of children with health alerts. These conditions include epilepsy, diabetes, asthma and life threatening allergies. Staff will be trained in the use of an EpiPen which must be administered to specific children in the case of a severe allergic reaction.

It should be realised that, in the case of serious injury or illness, neither the principal nor the person administering first aid is required to diagnose or treat the condition, apart from carrying out the appropriate first aid procedures outlined below. Diagnosis and treatment are the responsibility of the ambulance officer or attending medical practitioner.

- A letter will be sent home with each child receiving first aid treatment, outlining the nature of the injury and treatment given.
- Records of all first aid treatment will be written in the first aid treatment register
- All staff are encouraged to update their first aid and C.P.R. qualifications annually and anaphylaxis training triannually.
- Parents are required to send written notification, including a doctor's letter or fax and a signed *Medication at School* form if prescribed medication is to be dispensed. Details will be entered in the school's medication folder. Parents are required to supply prescribed medication in a container labelled with the name of the child, the dose and the time to be administered. Parents are responsible for checking expiry dates and replacing medication as required.
- The school has a Sunsmart policy and requires that wide brimmed hats be worn by all children when outdoors from September 1st to May 1st.
- Parents are required to follow guidelines outlined in the Brentwood Park Primary School Information Handbook, regarding infectious disease.
- When handling body fluids, gloves must be worn, and an appropriate cleaning agent which should be used. e.g. Domestos or a blood spill kit is available in the first aid room

- Parents of children infected by head lice are requested to produce a written statement informing the school that appropriate treatment has commenced, before the child can return to school
- A Cases 21 Incident Report Notification Form is to be completed in all cases involving serious injury
- Parents, in consultation with the child's doctor, are required to complete a Health Management Action Plan which are held as a data base in the first aid room. These are updated annually.
- In an emergency situation involving asthma, staff will follow the guidelines outlined in the Victorian School's Asthma Policy, 2010.

EVALUATION

- Policy will be reviewed as necessary.
- The first aid register will be reviewed annually in consultation with the Occupational Health and Safety Team