Rationale:
• All children have the right to feel safe and well, and know that they will be attended with due care when in need of medication or first aid. The student’s continued attendance at school and education is dependent on this care.

Aims:
• To administer first aid and medication to children when in need in a competent and timely manner.
• To ensure that parents are notified promptly of illness or injury and any treatment received at school.
• To provide supplies and facilities to cater for the administering of first aid and medication.
• To ensure that all members of the school community are aware of the school’s position and processes regarding the attendance of the ambulance service.

Implementation:

ADMINISTRATION OF FIRST AID
• 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 sick bay.
• 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 sick bay.
• At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated asthma, epilepsy, diabetes and anaphylaxis management plans, high priority medical forms. Reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
• Once a child enters the sick bay symptoms will be monitored, then the child will either be sent back to class or sent home.
• All injuries or illnesses that occur during school hours will be referred to the Level 2 First Aid trained administration staff who will manage the incident.
• A confidential up-to-date register will be kept of all injuries or illnesses experienced by children who require first aid on Department of Education and Early Childhood Development (DEECD) CASES21.
• Class teachers of children admitted to the sick bay will be notified.
• Minor injuries only (such as scratches) will be treated by staff members, 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.
• Parents of all children who receive first aid will either be personally contacted or receive a form indicating the nature of the injury, any treatment given, and the name of the staff member who provided the first aid. Any injuries to a child’s head, face, neck or back must be reported to parents/guardian immediately.

ADMINISTRATION OF MEDICATION
• No medication (including analgesics such as aspirin and paracetamol) will be administered to children without the express written permission of parents/guardians using the appropriate Medications Authority form.
• Any changes to medication must be on an approved authorisation form.
• All children with asthma, diabetes or anaphylaxis are required to present the school with a current action plan prepared by their treating medical practitioner, and to provide the school with the asthma medications, hypokits or adrenaline injecting device etc. needed to implement their plan at school.

• With parental permission, a photo of the child with a life-threatening condition will be displayed on an action plan placed in the sickbay, relevant classroom, specialist’s rooms, CRT folders and the canteen.

• All medications provided will be securely stored and administered from the sick bay.

SERIOUS INJURIES/ILLNESS

• All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a staff member should confer with the Principal or nominee before deciding on an appropriate course of action. The health and safety of the patient will be the only determining factor. Parents/guardians or emergency contacts will be notified. If a parent/guardian is not available, a staff member will accompany the patient in the ambulance. The associated costs of the ambulance will not be covered by the school.

• It is recommended that all students and staff have personal accident insurance and ambulance cover.

• 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 the treating first aid officer considers the injury to be greater than “minor” will be reported on DEECD CASES 21 Notification form and entered onto CASES21.

• Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and reference should be made by staff to the school’s Incident Management plan.

STAFF TRAINING

• A register of staff trained in first aid will be maintained, recording the level of first aid training and other specific types of training and displayed in the sick bay.

• General organisational matters relating to first aid will be communicated to staff at the beginning of each year. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.

• A sufficient number of staff (including at least 1 administration staff member) to be trained to a Level 2 First Aid Certificate, with up-to-date CPR qualifications, anaphylaxis and asthma training.

Evaluation:

• This policy will be reviewed as part of the school’s three-year review cycle.

Signed: _________________________________________________
School Council President – Deb Duncan

Signed: _________________________________________________
School Council Executive Officer (Principal) – Jan Rollinson

This policy was ratified by School Council on: 17th June 2014