

St Elizabeth's is a Child Safe environment where all are engaged in keeping children safe.

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 maintain a sufficient number of staff members trained with a Level 2 First Aid certificate.

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.

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 locked cupboard in the Administration Office.

First Aid kits will also be available in each classroom, as well as the administration office.

Children in the First Aid room will be supervised by a staff member at all times.

All injuries or illnesses that occur during class time will be referred to the administration staff when necessary, who will then manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the teachers on First Aid duty in the staff room.

A confidential up-to-date register using the ipad in sick bay, will be kept of all injuries or illnesses experienced by children who require First Aid.

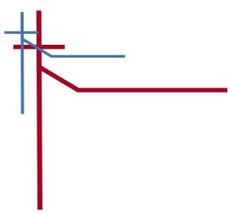
All staff will be provided with basic First Aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.

Minor injuries can be treated by staff members on duty. More serious injuries require treatment from a Level 2 First Aid trained staff member.

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.

All medication other than that required to treat Asthma will be kept in the First Aid cupboard/fridge in the Administration area and must be clearly named.



A record of any medication given is recorded in the "Register of Medicines Given to Children" book. Spare Ventolin Puffers and at least one spare EpiPen will be stored in the First Aid Room at all times and taken on excursions, camps and sports meetings.

Parents of all children who receive First Aid will receive a notification 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 or teacher in charge so that professional treatment may be organised.

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 on the Register of Accidents CCI book (located in the Administration Office).

Parents of ill children will be contacted to take the child home.

Parents will be notified by phone if their child has an injury above the shoulders.

Parents who collect children from school for any reason (other than emergency) must sign the child out of the school on the iPad maintained in the school office.

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. (Refer to St Elizabeth's Ambulance Policy)

All school camps will have at least 1 Level 2 First Aid trained staff member at all times.

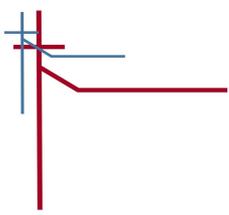
A comprehensive First Aid kit will accompany all camps, excursions and sporting activities, along with a mobile phone.

All children attending camps or excursions will have provided a signed medical form via CareMonkey 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 and ice packs.

At the commencement of each year, requests for updated First Aid information will be sent home including requests for any anaphylaxis Management Plans, 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.

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 medication will also be given at that time.

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

Evaluation

This policy and program will have a major review every three years.

Achievement Measures

Use of annual parent survey to measure parent satisfaction and perception of school performance in this area.