

First Aid Policy - Overview

Teachers and principals must:

- be familiar with the school's first aid procedures
- observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Schools support first aid by:

ensuring the school's first aid needs are met by;

providing:

- asthma kits
- first aid rooms
- major first aid kits
- portable first aid kits

managing:

- blood spills and bleeding students
- syringe disposal/injuries.

Note: Where possible, first aid should only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

- The school will provide teachers with CPR training annually.
- Teachers should have access to first aid training.
- The first aid supplies will be located in the staff room and can be accessed by staff only.
- A current list of children with specific allergies/treatment will be located in the first aid/sick bay area.
- An Asthma Management Plan for individual children will be located in the sick bay and staff-room and will be regularly updated.
- Checks need to be carried out regularly to ensure that sufficient supplies are available.
- An inventory of first aid supplies will be taken and supplies updated twice per year.
- A list of supplies must be kept with the first aid kit.
- Gloves must be worn by staff administering first aid when in contact with bodily fluids.
- Procedures for specific treatment will be displayed in staff room area.
- Major injuries should be recorded in Accident Register Book by teacher on duty at the time.

Minor Injuries

For example, small cuts/grazes may be treated at the staffroom.

Major Injuries

- Every effort will be made to contact parents/guardians as soon as possible.
- Where a child is deemed to be more seriously injured or there is concern that the injury may be serious a second opinion should be sought from another staff member.
- Appropriate steps should be taken to access medical advice.
- Staff will call an ambulance where necessary.

Administering of medication at school

- All medicines that are to be taken at school must be taken to the Principal or staff member on arrival at school and signed by the parent or guardian.
- The student's name and the medicine's name will be written on the packaging. All medicines must come with attached clear, written instructions
- All medicines dispensed will be recorded on the medicine record book

All above points will apply on Milawa Primary School grounds and all camps and excursions.

Legislation

Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2007