



St Joseph's Catholic School

Queenstown

FIRST AID POLICY IN RELATION TO STUDENT INJURIES AND ILLNESS

RATIONALE

All children have the right to feel safe and well and to know that they will be attended to with due care when in need of first aid.

AIMS

- To administer first aid and provide adequate treatment for children when in need, in a competent and timely manner.
- To minimise the effect of injuries to students whilst at school.
- To communicate children's health problems to parents when appropriate.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of first aid and CPR trained staff.

PROCEDURES

- A personal medical form, supplied by the school, is to be completed by parents annually for each student. The information provided on this form is incorporated into the school's records and is located in the School Office. The information is to be updated by parents as circumstances warrant.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with the Principal and/or the First Aid Officer before deciding on an appropriate course of action.
- Staff members should make themselves aware of students who have critical medical conditions, allergic reactions to insect bites or food or who have asthma. **NOTE:** Children with particular acute or serious medical conditions are documented either in "**The Medical Register**" located in the School Office, listed in 'Contact Details' folders and on display in the staffroom.

- The required number of staff will be trained to a Workplace First Aid standard, one of whom will be the nominated First Aid Officer and will receive the respective allowance.
- All teaching and administrative staff will be trained in up-to-date CPR qualifications, including a component of CPR for children.
- All staff will be provided with basic first aid management skills, including blood spills (Refer to **Drug Education Policy**), and a supply of protective equipment, such as disposable gloves, will be available for use by staff.
- The school will set aside an annual budget for first aid training and supplies.
- A comprehensive supply of basic first aid materials is stored in the First Aid room.
- Well-stocked and maintained first aid kits are available for excursions, school camps, sporting events and other out-of-school activities.
- The First Aid Officer is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid store. He/she has responsibility to maintain currency of his/her first aid qualifications. It is also an expectation that he/she will keep staff members informed of available first aid resources and courses which are pertinent to the workplace.
- All accidents will be investigated and documented. Facilities, equipment or practices that appear to present a danger to students will be modified accordingly.
- All injuries to students must be attended to, no matter how apparently minor.
- All injuries and illnesses that occur are to be referred to the School Office Administrator/First Aid Officer, who will manage the incident as appropriate.
- An up-to-date **Accident Register** located in the School Office will be kept of all injuries sustained by children.
- Whenever a student requires first aid treatment, staff members may provide assistance according to their level of training.
- Injured or ill children are to be brought to the School Office where the injury will be treated as appropriate.
- Any children with injuries involving bleeding must have the wound covered.

- Prescription medication will only be administered by the Office Administrator, Principal, or delegate and in a manner consistent with the **Policy on Administering Prescription Medication to Students**. Staff will not administer non-prescription medication without documented authority.
- Parents of all children, who receive more than very minor injuries at school and who receive first aid treatment, will receive notification of the nature of the injury, time, circumstance and any first aid given.
- For more serious injuries/illnesses, the Office Administrator/First Aid officer will contact the parents so that professional treatment may be organised.
- In the event of an emergency, when it is impractical or impossible to communicate with parent/guardian/nominated contact person, the school will arrange for the child to receive such medical treatment as may be deemed necessary. In cases such as this, an ambulance will be called to transport the child to hospital.
- Any injuries to a child's head, face, teeth, neck or back will be immediately reported to parents.
- Injured or ill students are to be made comfortable, monitored, kept warm and treated for shock, where applicable. If in doubt, the child must not be moved.
- If a child at school is considered unwell by staff, the parent/guardian or nominated contact person is contacted by the Office Administrator and requested to have the child taken home.
- If a child is kept home because of an illness or injury, a telephone call is to be made by the parents/guardian to the School Office by 9.00am to inform of the child's absence.
- For children absent for more than two days, parents are requested to contact the School Office to give progress information about the absence.
- When children return to school after a considerable absence because of illness or injury, an available contact number is to be confirmed by the parent(s) should contact need to be made.
- First aid trained staff will accompany excursions and camps. The staff will take first aid kits, mobile phones, emergency transport (for overnight camps), contact numbers, prescribed student medications and medical permission forms signed by parents.

- Students are covered by the school's accident insurance policy. Parents will be advised of the procedures for making contact with Catholic Church Insurances in relation to making claims for injuries that their children sustain at school.

This policy and associated practices will be reviewed as part of the St Joseph's Catholic School policy review cycle.

**Implemented May 1997
Revised September 2005; March 2009**