



# First Aid Policy

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: [cranbourne.south.ps@edumail.vic.gov.au](mailto:cranbourne.south.ps@edumail.vic.gov.au) Website: <http://www.cranbournesouth.vic.edu.au/>

## **RATIONALE**

All children at Cranbourne South Primary School 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 and CPR qualifications.

## **IMPLEMENTATION**

- Sufficient staff (including at least one administration staff member) will be trained in first aid under the provisions of the *Occupational Health and Safety Act 2004*, Department's First Aid Policy and 'Work Safe Victoria, Compliance Code, First Aid in the workplace'. The O.H.S.A. 2004 (section 22 page 1) states employees are to be 'suitably qualified'.
- CPR recertification is recommended at least annually for individuals not performing resuscitation on a regular basis (Australian Resuscitation Council Guidelines 10.1 page 2.)

## **First Aid Administration**

- At the commencement of each year, requests for updated first aid information will be sent home including requests for any allergy, asthma, diabetes and anaphylaxis 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.
- It is recommended that all students have personal accident insurance and ambulance cover.

## **First Aid Room (and supplies)**

- 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 first aid room.
- A confidential up-to-date register, located in the first aid room, will be kept of all injuries or illnesses experienced by children that require first aid.
- The Assistant Principal or first aid qualified advocate will be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

## **First Aid Supervision**

- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room are supervised by first aid qualified staff members.
- All injuries or illnesses that occur during class time will be referred to the Administration Office who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the staff member on duty in the first aid room.
- Minor injuries only will be treated by staff members on duty, 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.
- Any 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 written permission of parents or guardians.
- Parents/guardians will not be notified of minor injuries to students, but if a child is injured at school and the injury is deemed more serious than a slight graze or bump, parents will be notified in writing. For more serious injuries/illnesses, the parents/guardians will be contacted by our First Aid Officer or another staff member so that professional treatment may be organised. Any injuries to a child's head, face or neck must be reported to parents/guardian.
- Any student who receives an injury" will be reported on **DEECD CASES21 INCIDENT NOTIFICATION FORM**, and **entered onto CASES**.
- Parents of ill children will be contacted to take the children home and must sign the child out of the school in a register maintained in the school office.

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## Professional Learning

- Mandated professional learning will be provided on the topic of Anaphylaxis as per the Ministerial Order 90.
- Revision or introduction of recommended procedures for asthma, diabetes, blood spills and any other first aid related procedures will be communicated to staff throughout the year. This also may be determined by student needs or enrolments, DEECD directives or recommendations from medical organisations.

## Emergencies

- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.

## Camps and Excursions

- All school camps will have at least one first aid officers
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form 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.

## LINKS

<http://www.education.vic.gov.au/management/governance/spag/health/firstaid/default.htm>

<http://www.education.vic.gov.au/hr/ohs/hazards/Firstaid.htm>

<http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/worksafe/home/forms+and+publications/compliance+code/first+aid+in+the+workplace+cc>

<http://www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/MinisterialOrder90.pdf>

[http://www.resus.org.au/policy/guidelines/section\\_10/bls\\_training.htm](http://www.resus.org.au/policy/guidelines/section_10/bls_training.htm)

## EVALUATION

Guidelines are updated annually and/or as per DEECD recommendations. This policy will be reviewed as part of the school's review cycle.

## CERTIFICATION

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, ...

Signed.....  
School Council President

Signed.....  
Principal