

ST ANTHONY'S SCHOOL

FIRST AID IN RELATION TO STUDENT INJURIES AND ILLNESSES

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 (Appendix 1).
- 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 allergic reactions to insect bites or food or who have asthma.
Note: Children's details with particular acute or serious medical conditions are documented. The require 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 staff will be provided with basic first aid management skills, including blood spills, 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 sick bay.
- Locked and 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.
- Duty teachers must carry a basic first aid kit (supplied by the school) whilst on duty and treat minor injuries and sickness as deemed appropriate.
- All treated injuries or sickness are recorded in the school accident registers.
 - a) Minor Incident Report – Appendix 2
 - b) Insurance Claim Report – Appendix 3

- Whenever a student requires first aid treatment, staff members may provide assistance according to their level of training. For more serious accidents the first aid officer will be notified and manage the situation as appropriate.
- Injured or ill children are to be brought to the School Sick Bay where the injury or illness will be treated as appropriate.
- Any children with injuries involving bleeding must have the wound covered.
- Prescription medication will only be administered by designated Staff, in most cases Office Staff. Staff can only administer non-prescription medication with doctor consent – see long term medication consent form 2.3. The administration of non-prescription medication without a doctors consent remains the sole responsibility of parents. (Refer to “Managing Drug Issues & Drug Education” Policy).
- Minor treated injuries or sickness are reported to the parents via a “Minor Incident” report sent home with the child on the same day. Booklets are located in the Sick Bay, Staffroom and each classroom. Appendix 2.
- For more serious injuries/illnesses, the School Office Staff or the First Aid Officer will contact the parents so that professional treatment may be organised. The injury/illness to be recorded Appendix 3.
- In the event of an emergency, when it is impractical or impossible to communicate with the 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/nominated contact person is contacted by the School Office Staff 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 10.00 am to inform the school of the reason for the child’s absence.
- 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. (Refer to Managing Drugs and Drug Education Policy).
- Students are covered by the school’s accident insurance policy (CCI). 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.

EVALUATION

A review of this policy will be conducted every 3 years (or earlier if need be) as part of the schools 3 year cyclic review of policy.

Instituted March 2008