



First Aid Policy

RATIONALE

At St James, we believe that all children have the right to feel safe and know that they will be attended to with due care when in need of first aid.

GOALS

- To administer first aid in a competent and timely manner to children in need.
- To communicate children's health problems to parents / guardians when considered necessary.
- To provide supplies and facilities to cater for the administering of First Aid.
- To ensure that most staff have an accredited First Aid Certificate for the management of school emergency procedures.

GUIDELINES FOR IMPLEMENTATION

- 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 cupboard in the First Aid room.
- First Aid kits in each classroom will be equipped with gloves, band-aids and cotton swabs for minor cuts and abrasions. Individual teachers are responsible for maintaining classroom supplies, which are available in the First Aid room.
- Gloves must be worn at all times when treating staff or students with blood injuries.
- Any children with injuries involving blood must have the wound covered at all times.
- Parents of all children who receive First Aid will receive a completed form from the 'First Aid' book, indicating the nature of the injury, any treatment given, and the name of the teacher giving First Aid.
- Parent/s will be notified of ANY knock to the head
- Parents of ill children will be contacted to take the child home.
- Training is provided for staff to ensure their First Aid knowledge is current and up-to-date.

- All children, especially those with a documented asthma plan will have access to ventolin at all times.
- A staff member is responsible for the purchase and maintenance of First Aid supplies, First Aid kits, ice packs and general upkeep of the sickbay.
- At the commencement of each year, requests for updated medical information will be sent home including requests for asthma and allergy management. The onus is upon the parent / guardian to ensure that medical information, including emergency contacts is accurate and up-to-date, including Asthma Management Plans and Risk Management Plans.
- General organisational matters relating to First Aid will be communicated to staff at the beginning of each year. Updated lists of students with anaphylactic reactions or serious medical conditions will be given to all staff together with a copy for the 'Emergency Teacher Manual' found in each classroom. Revisions of recommended procedures for administering asthma medication will also be given at that time.

Classroom Injury / Illness

- All injuries or accidents that occur during class time will be referred to the administration staff who will manage the incident.
- If a student becomes unwell in the classroom, the classroom teacher will contact administration **via phone** and send the child to sickbay, accompanied by another student.
- If a child is feeling better, administration staff will contact the classroom teacher to send another student to accompany the recovered child back to the classroom.
- If an illness or injury occurs in a specialist class, the class teacher needs to be informed by the specialist teacher.

Playground /Excursion Injury / Illness

- A First Aid kit will accompany all excursions and camps along with a mobile phone. Prescribed medications for students are taken on any excursion, especially epipens.
- All accidents or illnesses that occur on the playground at lunch / recess that may require first aid are to be reported to the teacher on duty. Each teacher carries with them a First Aid bag. The supervising teacher will attend to any minor injuries.
- More serious injuries, including those requiring parents to be notified or suspected treatment by a doctor, require a First Aid trained staff member to provide First Aid.
- For any injuries that require assistance, the duty teacher shall

preferably use their mobile phone for assistance and or medication by ringing the office; alternatively, an older child or another adult (e.g. LSO) should be asked to go to the staffroom for assistance.

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Serious Illness / Injury

- All teachers have the authority to call an ambulance immediately in an emergency. It is the parent's responsibility to meet any ambulance costs.
- For serious injuries / illnesses, staff must contact parents, guardians or 'Emergency contact' if possible before professional treatment can be organised.
- Any child who is collected from school by a parent or guardian because of an injury, or who is administered treatment by a doctor, hospital or ambulance officer because of an injury **must** have the details of the injury recorded in the CCI (Catholic Church Insurance) Accident Register. This is to be given to the Principal or Deputy Principal to countersign. Details are also recorded online on the 'School Incident / Accident /Near Miss Report Form, found on CEVN. A copy must be kept in the 'Register of Injuries' Folder.

Treatment of Injury

- Cuts and abrasions are treated with water only and covered with a bandaid / cotton if needed. Antiseptics and creams **will not** be used.
- Band-aids / adhesive tapes will be used on a child, unless parents / guardians indicate on the medical register that band-aids cannot be used.
- Ice will be used on injuries, where needed, from the shoulders down only. It will be applied for short periods of time to the site of the pain or inflammation. A cold press will be applied to minor facial / head injuries.
- In the event of a needle stick injury, warm soapy water will be applied and medical attention will be sought.
- In the event of a bite, warm soapy water will be applied and medical attention sought if judged required.

Asthma Management

- Children who have been diagnosed with Asthma need to have an Asthma Management Plan completed annually or as needed, if conditions change. The onus is upon the parent/guardian to ensure that Asthma Management Plans are accurate and up-to-date.
- Parents should be contacted via a First Aid Attendance form after asthma medication has been administered.
- All staff have the authority to call an ambulance should the need arise.

- In the case of a suspected Asthma attack, the staff member treating the student will refer to the Asthma Management Plan.
- Students with a documented Asthma Management Plan are encouraged to keep their asthma puffer/preventer with them; however, all children will have access to the school Ventolin at all times.

A student who may appear to have difficulty breathing but may not be known to have asthma may be given Ventolin and monitored.

EVALUATION:

Policy to be reviewed as part of the school's four-year review process

This policy was revised in 2018 by staff members and ratified by the Education Board.