



WILLOW GROVE PRIMARY SCHOOL

FIRST AID AND MEDICATION POLICY

PURPOSE

All children 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.

BROAD GUIDE LINES

- 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.

IMPLEMENTATION

- A minimum of at least two staff members to be trained to a level 2 first aid certificate, and with annual CPR training qualifications.
- 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.
- Supervision of the first aid room will require a teacher with Level 2 First Aid. A staff member who is not on yard duty will monitor and administer first aid to a sick or injured student.
- All injuries or illnesses that occur during class time will be handled by the teacher in charge of the class or referred to the Office Manager or teacher/principal on time release who will manage the incident.
- All injuries or illnesses that occur during recess or lunch breaks, will be assessed by the teacher on yard duty, and referred where necessary, to a First Aid Trained teacher.
- An up-to-date log book located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills and the handling of Infectious diseases, and a supply of

protective disposable gloves/masks/gowns and goggles will be available and used when necessary.

- 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 express written permission of parents or guardians.
- All medications with written instructions specifically provided by parents for the treatment of their child's specific illness will be housed in a child proof medicine cupboard located in the First Aid Room, or refrigerated as required in the Staff Room.
- All student medications are registered in the Student Medication Book located in the First Aid Room. In these situations, parents will be notified in writing when a child has received medication.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the principal, classroom teacher or office manager must contact the parents/guardians so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on the DEECD Accident/Injury form LE375, and entered onto CASES.
- Parents of ill children will be contacted to take the children home.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action. **NURSE ON CALL 1300606024**
- All school camps and excursions will have at least 1 Level 2 First Aid trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical details 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.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times. Asthma Management Plans located in the First Aid Room
- All children with Anaphylaxis Management Plans have current adrenalin pens provided by their families and the school has an epi-pen located in

the First Aid Room and First Aid bag. Adrenalin Pens are carried in First Aid Kits when on camps and excursions. Anaphylaxis Management Plans are located in the First Aid Room.

- A member of staff is to 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. Bi-annual audit of medical supplies
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma/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.
- Teacher class roll information will include an updated list of 'medically at risk' students with chronic illnesses, allergies or conditions. Medication procedures and emergency contact numbers will be included. This information is also included in the office.
- Emergency Teachers must be briefed on children's medical conditions and related treatments.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma/anaphylaxis management and treatment will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover

Staff can only make judgements and treat students on the basis of their very limited training and knowledge

DEECD regulations and guidelines will direct the school's actions and decisions in First Aid and Medication matters

EVALUATION

Ratification	Review Date	Policy Number	Date Produced
Date-16 th /06/2015	June, 2018		Term 2, 2015

This policy should be read in association with:

1. DEECD FIRST AID & INFECTION CONTROL PROCEDURES
2. GUIDELINES TO INFECTIOUS HEPATITIS
3. WILLOW GROVE PRIMARY SCHOOL- FIRST AID AND MEDICATION POLICY
4. WILLOW GROVE PRIMARY SCHOOL- MANAGING BLOOD SPILLS AND STUDENT BLEEDING
5. WILLOW GROVE PRIMARY SCHOOL—ANAPHYLAXIS POLICY AND PROCEDURE

