

# Ingle Farm East Primary School



## First Aid Policy



Endorsed by Governing Council on JUNE 2015

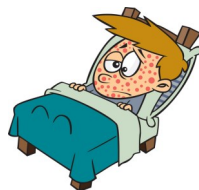
Review date JUNE 2018

## **RATIONALE**

At Ingle Farm East Primary School we believe that all students have the right to an excellent standard of first aid care in accordance with DECD policy and guidelines.

## **PRINCIPLES OF FIRST AID:**

- ◆ Anyone can and should provide an initial first aid response.
- ◆ Protective gloves must be worn when attending to illness/injury where there is blood/body fluid present.
- ◆ Parents/guardians retain the primary responsibility for their child's health.
- ◆ It is parent's responsibility to keep their children home if they are ill.
- ◆ Teachers have a duty of care to their students.
- ◆ All cases of emergency will be dealt with immediately.



## **GENERAL INFORMATION**

The school does have a sick room but does not have the facilities to care for sick students for an extended period of time and therefore every effort will be made by school staff to contact parents (or other listed emergency contacts) for sick students to be taken home.

- ◆ A staff member will be on duty at all break times.
- ◆ The school has a trained senior first aid officer.
- ◆ SSO's who render first aid services to students and/or staff may have the cost of Hepatitis B vaccination reimbursed by DECD.
- ◆ If a student requires urgent medical attention, the school will ring for an ambulance. The responsibility of cost of ambulance transport rests with the parent/caregiver. School has a copy of all medical / health plans
- ◆ Student medical emergency plans are displayed

# STANDARD OPERATIONAL PROCEDURES

## IN NON EMERGENCY SITUATIONS

### 1. STUDENT IN THE CLASSROOM

It is class teacher's responsibility to administer basic first aid.

If a student is displaying symptoms of:

- (a) Illness, he/she should be kept in the classroom and monitored. If the teacher decides that the student needs further assistance then the student will be sent to the front office with an Injury/ Illness form. The front office staff member will then administer further first aid and contact the parent or emergency contact person (if required) to collect the student immediately. Office staff will return the Injury/ Illness form to the class teacher with documentation of the first aid.
- (b) Minor injury (Inc blood nose), he/she should be attended to in the classroom with suitable records maintained. Class teacher to monitor and assess. Student to be sent to the office with an Injury/ Illness form if bleeding persists.
- (c) Serious or emergency injury
- ◆ If the student cannot be moved through loss of consciousness, epileptic fit, or a serious injury the teacher should immediately inform the office using the Red Emergency Card so that a Senior First Aid person can attend and assess if an ambulance should be called.
  - ◆ If the student is able to come to the office he/she should be sent with either an adult or another student. Depending on the severity of the injury, a decision will be made to either render first aid, ring the parents or emergency contacts or an ambulance

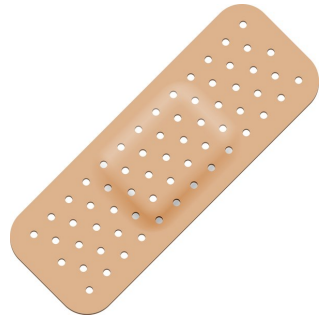


## 2.STUDENT FROM THE YARD (Recess and Lunch times)

All students must report to the teacher on duty before permission is given to go to the office. Students who are sent to the office for first aid must first be given an Injury/ Illness form after the yard duty teacher has made an initial assessment of the injury.

All teachers should ensure that they take their yard duty bag with them on yard duty and when out of classroom for outside activities. Each bag should contain:

- ◆ Band-Aids
- ◆ Tissues
- ◆ Protective gloves
- ◆ Pen/Records Book
- ◆ Injury/ Illness forms
- ◆ Medic alert cards
- ◆ Red Emergency card



It is the teacher's responsibility to maintain the contents of their bag and if needed ask the office staff to assist.

Students who sustain serious head injuries (lose consciousness, experience dizziness or disorientation/confusion or vomiting) or who have suspected broken bones or back injuries should be monitored by teacher on duty AND NOT BE MOVED. A Red Emergency Card should be sent to the office. Assistance will be rendered immediately by the Senior First Aid officer to determine the most appropriate course of action e.g. ambulance.

### **3. MEDICATION**

*Any medication taken at school should be:*

- ◆ Prescribed by a doctor (includes analgesics, Panadol and other medication that can be purchased over the counter.
- ◆ Only sent if needed (medication that has to be taken three times per day can be taken before and after school and before bedtime therefore does not need to come to school at all).
- ◆ Delivered in the original container with the label from the pharmacy stating amount to be taken and child's name.
- ◆ Within the use by date, the onus is on the parent/caregiver to ensure that the medication date is current, including asthma medications.
- ◆ Sent with written instruction from the medical practitioner prescribing the medication.
- ◆ Teachers should have a copy of the Medication Plan.
- ◆ Medication is to be kept in a secure area in the front office and staff will supervise the administration of medication according to doctor's instructions.
- ◆ Strict records in the form of a medication log should be kept regarding time of administering medication and dosage given.

#### **4. ANALGESICS (Pain Killers)**

If parents state that their child will need analgesics on any given day while at school, they are asked to send the medication required and a signed note stating the name of the child, the name of the analgesic/tablet/medicine, strength of dose (e.g. whole tablet, half tablet, mls, grams etc.) and time/s to be given from the doctor and parent and it must be in the original packaging with the pharmacy instructions on it.



#### **5. HEAD INJURIES**

- ◆ Students with any head injury however seemingly insignificant must be observed for thirty minutes. A note will be sent home to parents informing them of the nature of the injury.
- ◆ Serious head injuries must be treated with urgency (i.e. phone to office so that parents/ambulance may be called- Assistance will be rendered)
- ◆ An accident report form (ED155) must be filled out if any serious accident occurs. This form is available from the finance office. On completion the form must be signed by the Principal and the OHS&W representative then referred to the Finance Manager

## **6. HEADLICE**

- ◆ A child suspected of having headlice will be sent to the office to be checked ( if permission has been granted).
- ◆ If there are live lice, the front office staff will phone home for parent/ caregiver to collect the child.
- ◆ If the child is suspected of having headlice and permission has not been given to inspect the hair parents/caregiver will be phoned to collect the child.
- ◆ If a child is suspected of having headlice and is unable to be picked up from school he/she will work in isolation from other children eg in front office area.
- ◆ A headlice letter is distributed to all class members.
- ◆ Parents/caregiver treat headlice and the child returns to school after treatment.

## **7. ASTHMA**

- ◆ Asthma care plans are stored in the front office.
- ◆ Emergency puffers are located in the front office.
- ◆ Administration as per individual care plan and staff procedure.

## **8. CAMPS AND EXCURSIONS**

- ◆ A first aid kit for excursions is stored in the first aid room.
- ◆ First aid kit, student medication eg puffers must be taken on any camp or excursion.



Teachers must book out first aid kit for all camps and excursions, emergency contact numbers and medical information must be supplied.

