



# Greta Valley Primary School Policy and Procedures 2015

## First Aid

### Rationale

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.

### 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.

### Implementation

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A first aid room will be available for use at all times. (The Staffroom) A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur will be managed as per the 'Incident Reporting Process'.
- 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.
- All staff will be provided with basic first aid management skills and a supply of protective disposable gloves will be available for use by staff.
- 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.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians. Verbal permission via phone, witnessed by a 2<sup>nd</sup> staff member, will be acceptable when distance / timing precludes written permission.
- Parents of all children who receive first aid may apply to receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. If a child misses class for any reason and for more serious injuries/illnesses, the parents/guardians must be contacted by the Principal 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 Greta Valley P.S. Online reporting system and entered onto CASES21 via the visiting teacher back at their home school. A summary of the incident will be provided to the visiting teacher to enable the data entry. The Principal will notify the Emergency and Security Management Unit if required.
- Parents who collect children from school for any reason (other than emergency) must inform staff on duty.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, staff may confer with others before deciding on an appropriate course of action.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.



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- A member of staff together with the Health and Safety minister 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.
- It is recommended that all students have personal accident insurance and ambulance cover.

## Evaluation

This Management Procedure will be reviewed as part of the school's Strategic Plan Review in consultation with all members of the wider community.

Last reviewed by Principal and/or nominated person – February 2014.

The first aid register is kept in a plastic pocket folder with the first aid box.

Any serious injury is entered into the Cases 21 system. Students-Accidents

The screenshot displays the CASES21 software interface for recording an accident. The main window is titled 'Accidents / Sickbay' and shows the following details for an accident:

- Accident number: 1
- Accident detail: Downhill riding, loss of control resulting in child falling off bike onto side of roadway. Observation, warning with additional garments and immediate transfer to Whitefield Health Centre.
- Accident date: 03/06/1996
- Injured person: MERKEL, Dianne
- Time (24 hour): 10:00
- General activity: 3 (Sports/physical education)
- Detailed activity: 9 (Other sport)
- Description: 3 (Fall)
- CAUSAL: 1 (Myrthes Primary School)
- Accident site: 12 (Other site)
- Room: [Empty field]
- Teacher on duty: [Empty field]
- Number of teachers on duty: 0

The interface includes a sidebar with navigation options such as 'Students', 'Enrolment/Transfer', 'Records', 'Past Students', 'Medical', 'Discipline/Welfare', 'Accidents / Sickbay', 'Academic', 'Achievements', 'ID Cards & Photos', 'Census', 'Export/Import Data', 'End of Year', 'Start of Year', 'Management', 'School', and 'Staff'. A right-hand pane lists various report options like 'Record or Modify an Accident [SAD11001]', 'Display Accident History by Student [SAI11006]', and 'Accident Site by Severity [SAD21005]'. The bottom status bar shows 'CASES21 Version 9' and the system time '12:32 PM 19/03/2014'.