FIRST AID POLICY

At St. Margaret’s we believe that a First Aid policy assists us to ensure the safety and well-being of all the school community within the school hours. We believe the First Aid policy provides teachers with guidelines in methods of approach to any given situation.

As teachers we are considered to be in a duty of care position and therefore obliged to provide First Aid when necessary. This policy document is based on the School Operations Manual 4:1 and the Schools of the Future reference 4.5.

FIRST AID ROOM

At St. Margaret’s the first aid room is well equipped according to the recommendations of the Schools Operation Manual. Dianne Rendle as co-ordinator, is employed to maintain supplies.

There are first aid packs available for excursions and camps.

MEDICATION

As per regulation, there is no medication administered in the First Aid room unless written permission is given by the parent to the teacher or office staff. In exceptional circumstances verbal parental permission may be sought by the Principal. Parents are directed by teachers to the school office to complete a medication permission form and all medication will be administered per directions.

All medication is stored in the First Aid or Admin 1. If the medication is to be refrigerated it is to be kept in the First Aid room and is to be collected by the child when required.

Asthma sufferers are required to complete an asthma management plan and with parental permission children may carry their inhalers. Asthma inhalers can be kept with the child in the schoolbag. Epipens and other emergency medication must be kept in the first aid room with written directions and parental permission.

The co-ordinator is responsible for identifying children with allergies and follows up on action plans etc.

ILLNESS

In the case of illness the child is to be sent to the office with clear explanation in regard to the child’s health problem. The school will then contact parent(s) or the emergency numbers.

CHILDREN WITH SPECIFIC HEALTH PROBLEMS

A photograph of the child together with relevant information about their health problem is kept on the back of the door in the first aid room, classrooms, staffroom and in yard duty bags. All teachers are required to familiarise themselves with the child and their specific problems.
**ACCIDENT ON PLAYGROUND**

All injuries must be reported to the teacher on duty. This teacher assesses the injury and decides if simple first aid treatment can be administered on yard or if the injured party is required to attend the first aid room. They will be given a First Aid card to take to First Aid room.

**Serious accident**-

All serious accidents will be treated appropriately at the accident scene (i.e. parent called, ambulance or child taken to doctor).

**Procedure for accident victim**

First person at scene to make area safe

Assesses the seriousness of the injury

a) If the injury is minor send to the first aid room for treatment.

b) If the injury is serious or there is uncertainty, do not move the child but call for help (via a messenger) and clear the area, then, inform: Principal, First Aid personnel, Parent or other i.e. ambulance.

**FIRST AID PERSONNEL**

All staff are trained to level 2 first aid and this is updated when necessary. All staff are rostered onto first aid through a timetable.

**RECORDING PROCEDURE**

All children receiving first aid treatment are recorded on the computer system in the office.

Staff are rostered on in pairs and complete the necessary paper work. In the case of serious accident a separate and a more detailed (CCI) form will be provided and filled in.

Accidents incurred by staff will be recorded in a book located in the office.

**FIRST AID ON EXCURSIONS**

Teachers must sign in and out any individual medication e.g. anaphylaxis/asthma that any child in their supervision/class may require during the day.

Teachers are required to take first aid kits in case of a minor accident during an excursion.

It is to be collected from the first aid room and returned on arrival back at school.

In case of emergency during an excursion, the teachers present negotiate amongst themselves the most appropriate action to take according to each situation. The school must be notified of any actions.