

FIRST AID POLICY

1. Preamble

Mount Ridley P-12 College students, staff, volunteers and other people who provide services to the College have the right to basic first aid in the case of minor injury or illness.

2. Rationale

Students, staff and volunteers at Mount Ridley P-12 College 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. The College has a moral and legal obligation to ensure that this care is administered promptly.

3. Guiding Principles

Mount Ridley P-12 College aims:

- To administer first aid to students when in need in a competent and timely manner;
- To communicate student's health needs to parents where necessary;
- To provide first aid equipment based on an assessment of the needs of the College and;
- To provide access to facilities for the administration of First Aid
- To provide an adequate number of employees who are trained to administer first aid.

4. Implementation

The College will ensure that an effective first aid management plan is implemented. It will include the following:

- A sufficient number of staff (including at least 1 first aid officer) 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. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- First aid kits will also be available in every Learning Neighbourhood, as well as the Mini School and Main Administration Offices.
- Supervision of the first aid room will form part of the first aid officer's roster. Any children in the first aid room will be supervised by a staff member at all times.
- Significant injuries or illnesses that occur during class time will be recorded in the First Aid Register in the first aid room.
- All injuries or illnesses that occur during recess or lunch breaks will be referred to the teacher on yard duty or the staff member on duty in the first aid room.
- An 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, including blood spills and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on yard duty, while more serious injuries including those requiring parents/guardians 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.
- Only prescription medication will be administered to children and must be accompanied by a signed Medication Administration form detailing the time to be given and dosage.
- No non-prescription medication, including headache tablets, will be given to children.
- Parents of all children who receive first aid for an injury to the neck/head 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 parents/guardians must be contacted. Any injuries to a child's head must be reported verbally 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, or where a teacher considers the injury to be greater than "minor" will be entered onto the CASES 21 databank. If an ambulance is called, or a child requires treatment, such as a plaster cast, by a doctor or hospital, the incident must be reported to WorkSafe and recorded electronically.

- Parents of students who are ill will be contacted to take the children home.
- Parents who collect a student from school for any reason (other than emergency) must sign the student out of the College in a register maintained in the Main Administration Office.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with a trained Level 2 first aid staff member or Principal Class member before deciding on an appropriate course of action.
- All school camps will have at least one Level 2 first aid trained person present at all times. A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All students attending camps or excursions will have provided a signed medical form outlining medical details and giving teachers permission to contact a doctor or ambulance should instances arise where the student requires treatment.
- Copies of the signed medical forms are to be taken on camps and copies are also be kept at College.
- Copies of the signed medical forms are not taken on excursions, however, copies are kept at the College and staff will make contact with the College if required.
- The first aid officer 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.
- At the commencement of each year, requests for updated first aid information will be sent home, including requests for any asthma management plans, anaphylaxis management plans and high priority medical forms, and reminders to parents of the policies and practices used by the College to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid and revisions of recommended procedures for administering asthma medication will be communicated to staff when needed.
- All staff are required to complete anaphylaxis training every two years and Asthma training every three years as mandated by the Department of Education and Training and will be recorded on the College's Training Register.
- It is recommended that all students have personal accident insurance and ambulance cover.

Date policy ratified: 20/03/2018

Date of next review: 2021