Wentworthville Public School

First Aid Policy

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 and staff 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.

Implementation
• All staff are trained in eEmergency Care, which is updated every 3 years.
• Resuscitation training (CPR) is offered annually for staff to update skills and knowledge
• Asthma educators attend school once every two years to train staff in asthma first aid.
• A number of teachers have their ‘First Aid’ certificate.
• A first aid room is available for use at all times with a supply of basic first aid materials, including protective disposable gloves.
• First aid kits are available in the main blocks of the school.
• Teachers are rostered on for first aid duty during breaks for minor injuries.
• All injuries or illnesses that occur during class time will be referred to the administration staff, who will manage the incident.
• All injuries or illnesses that occur are noted in the first aid register in the main office.
• Only minor injuries will be treated by teachers on duty, while more serious injuries—including those requiring parents to be notified or suspected treatment by a doctor – require a ‘First Aid’ certificated member of staff to provide first aid.
• Any children with injuries involving blood must have the wound covered at all times.
• No medication will be administered to children without the express written permission of parents/carers and details of the medication, dose, times etc.
• More serious injuries/illnesses, the parents/carers will be contacted by staff so that professional treatment may be organized. An accident form must be completed by the notifying teacher.
• Any injuries to a child’s head, face, neck or back will be reported to parents/carers.
• Parents of ill children will be contacted to take the children home.
• All teachers have 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.
• All school camps and excursions will have at least one CPR trained staff member at all times.
• A first aid kit will accompany all camps/excursions.
• All children attending camps or excursions will provide a signed medical form providing medical detail 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 disposable spacer at all times. It will be encouraged for them to always carry their own medication.
- The school Administrative officer 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.
- At the beginning of each year, a request for updated first aid information will be sent home including request for any asthma management plans, high priority (anaphylaxis) medical forms. Reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year will also be sent home.
- 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 medication will also be given at that time.
- Required training relating to first aid will be given to staff at the beginning of each year.

**Evaluation**

This policy will be reviewed annually.