

FIRST AID

POLICY

Ripponlea Primary School (RPS) has a First Aid program catering for the health and wellbeing of the students and staff.

PURPOSE

This policy helps to ensure incidents and accidents are dealt with quickly, efficiently and in the most appropriate manner for the health and well-being of students and staff.

IMPLEMENTATION

1. The medical conditions of all students are identified at the beginning of each year via the completion of the standard medical information form. This information is entered into a school database.
2. Individual Management Plans for students with potentially life-threatening conditions are created in consultation with the student's parents, medical practitioner and the first aid officer. These plans are filed in the school office and displayed in the staffroom. Examples of conditions are anaphylaxis, diabetes and epilepsy.
3. Parents and guardians are asked to advise the RPS as soon as possible of any changes of address, telephone number, emergency contact, doctor or place of work and of changes in their child's health status.
4. All incidents and accidents reported to or observed by staff are dealt with in a timely and appropriate manner. Staff on yard duty carry "bum bags" which contain basic first aid supplies.
5. Details of students who are referred to the office or staffroom for treatment are recorded in the Daily Register Book which is located in the staffroom. Parents/guardians are notified if a student presents with an impact injury to their head, neck or back.
6. If a student requires more treatment than can be provided at school, the parent, guardian or nominated emergency contact is contacted. In an emergency situation staff will call an ambulance and parents/guardians will be informed of the RPS's actions.
7. When a student is unwell the parent or guardian is notified and, if necessary, arrangements made for the student to be collected.
8. With the exception of Asthma and Anaphylaxis medication, no medication (including headache tablets) will be administered to students without the written authorisation of parents or guardians and then only in accordance with instructions provided by parents.
9. A comprehensive first aid kit will accompany all off-site activities including camps, excursions and sports.

10. The parents/guardians of all students attending camps or excursions will provide a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment.
11. A minimum number of school staff members in line with Department OH&S guidelines are trained to hold current First Aid (Apply) qualifications maintained at the RPS's expense.
12. In the event of a student or staff member being injured at school and requiring further medical attention, an incident report form is completed and entered onto cases21.

REFERENCES

<https://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

RELATED POLICIES

Anaphylaxis

Asthma Management

Health Care Needs

Ratified by School Council: August 2018
Next review date: August 2020