

## **FIRST AID POLICY**

### **1. PHILOSOPHICAL BASIS**

All staff and students at Essex Heights Primary School have the right to have access to First Aid treatment whenever necessary. Essex Heights Primary School has a duty of care to ensure that First Aid is responsibly administered and organised so as to ensure the safety and wellbeing of all students, staff and community members.

### **2. GUIDELINES**

This policy should be read in conjunction with the Essex Heights Primary School Medication, Camps and Excursions Policies and the relevant sections of the School Policy and Advisory Guide.

#### **2.1 RESPONSIBILITY**

- 2.1.1 EHPS will ensure the current number of staff with Level 2 First Aid training is at or above the Department of Education First Aid Risk Assessment requirements. Where possible, a staff member with Level 2 First Aid training will assume responsibility for administering first aid.
- 2.1.2 The school will maintain a register of staff members with current Level 2 First Aid training.
- 2.1.3 Any trained First Aider has a legal responsibility to administer First Aid to any person who requires it whilst in the school grounds or on school-related business.
- 2.1.4 Staff members have a duty of care to administer First Aid within the limits of their competency when no designated First Aider is available.
- 2.1.5 The designated First Aid Officer has responsibility for maintaining the First Aid equipment to a high standard, as outlined in the School Policy and Advisory Guide.

#### **2.2 APPLICATION OF FIRST AID**

- 2.2.1 The School Policy and Advisory Guide specifies particular actions to be taken in a range of First Aid situations, including blood exposure and disposal of hazardous substances. All staff should be aware of and follow these guidelines.

- 2.2.2 If a student becomes ill or injured and is unable to participate in the normal school program, parents or carers will be contacted and asked to collect the student from school. Every effort will be made to apply appropriate first aid so that the child can remain in school.
- 2.2.3 It is the decision of the parent whether to seek medical aid once an ill or injured child is collected from school. Essex Heights Primary School assumes no responsibility for the outcomes of these decisions.
- 2.2.4 Where the injury or illness is beyond the scope of basic first aid and requires further treatment, the school will first contact the parents or emergency contacts in addition to emergency medical service if required. In the circumstance where no contact person is available, the school will call an ambulance to transport the child to appropriate care. In the absence of a parent / guardian a school staff member will travel with the child.
- 2.2.5 An individual Health Management Plan will be established and followed for students with medical conditions requiring specialised First Aid (eg seizure disorder)
- 2.2.6 All staff will be made aware of students with particular medical conditions, and advised of appropriate actions to take in an emergency.

## **2.3 RECORDS**

- 2.3.1 The responsible First Aider will keep a record of all injuries and illness occurring during school hours and school-related activities.
- 2.3.2 Parents will be notified of any injury sustained by their child involving the head, eyes, mouth or genital area. This will be either via telephone or note home, depending on severity and at the discretion of the First Aider.
- 2.3.3 Parents will be informed in writing and/or by telephone of any significant first-aid treatment their child has received.

## **2.4 FIRST AID KITS**

- 2.4.1 The Health Centre will be the designated First Aid area for administration of first aid unless impractical owing to the location of the accident or injury (e.g. student unable to be moved).
- 2.4.2 First Aid kits will be taken in every instance that a school group leaves the school grounds. These will be stored in the Health Centre and maintained by the Designated First Aid Officer.
- 2.4.3 All classrooms will be supplied with basic First Aid kits. It is the responsibility of the classroom teacher to ensure that their kit is re-stocked as necessary.
- 2.4.4 All teachers must carry their First Aid kit when on yard duty, and wear a yellow jacket so as to be easily recognised by children in the school yard.

## **2.5 SCHOOL CAMPS**

- 2.5.1 Prior to embarking on a school camp, supervising staff should obtain a list of all students attending the camp with medical conditions.
- 2.5.2 As a minimum, one First Aid kit per busload of students must be taken on all school camps and must be accessible whilst travelling.
- 2.5.3 Medications required for students on camp must not be kept in the First Aid kit.
- 2.5.4 A record of significant injuries or illness must be maintained whilst on camp, and entered into the school records upon return.

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