CLAYTON SOUTH PRIMARY SCHOOL
FIRST AID POLICY

**Rationale:**
- Injuries and illness can occur in the school environment. It is important that the patient is given support and first aid treatment by staff members as quickly as possible.

**Aims:**
- To provide First Aid to all students and staff
- To maintain appropriate First Aid Kits in easily identifiable places.
- To encourage safe recreational activities for students.
- To develop awareness of First Aid procedures for staff and students.

**Implementation:**
- First Aid administered by staff only.
- First Aid kits in Sick bay
- Sick bay has main First Aid supplies.
- Portable kit to be taken on all excursions/and camps.
- In accordance with DEECD regulations, training will be provided for staff to access current first aid qualifications.
- Sufficient staff will have up-to-date First Aid training. Where possible, trained staff will administer first aid treatment.
- A First Aid Co-ordinator will be appointed each year who will be responsible for:
  - Maintaining First Aid supplies at sick bay and portable First Aid kits
  - Checking that First Aid qualifications of staff are current
  - Ensuring student first aid and medication records are current
  - Ensuring emergency numbers are current.
- Children are not to be left unattended in the Sick Bay. The Sick Bay is for treatment only.
- Severe cases are to be supervised by the Principal. Otherwise children are supervised within the classroom until collected.
- Any injuries to a child’s head, face or neck must be reported to parents/guardians.

In the event of injury some or all of the following steps should be initiated:

- Teacher on duty administers First Aid or refers student to trained staff for treatment.
- Condition monitored by teaching staff.
- Parents notified of injury by phone or notice.

**Specific Conditions**

**Asthma**

Staff will be regularly in-serviced on current asthma treatment. The First Aid kit must include a bronchodilator metered dose inhaler and a spacer device. Parents have a responsibility to ensure that regular sufferers of asthma have an adequate supply of medication and that the class teacher is aware of the condition and dosages. In cases of severe attack, parents will be notified and/or medical advice sought.
**Epilepsy**

Staff will be regularly in-serviced on current epilepsy treatment. Procedures include:

1. Stay calm.
2. Do not attempt to force anything between teeth or restrain movements.
3. Stay with student.
4. Remove obstacles around student.
5. Place student in coma position once seizure has finished.
6. Observe child.
7. Notify parents.

If a seizure lasts more than five minutes, seek medical advice.

**Diabetes**

Staff will in-serviced on current care when a diabetic student is identified. Parents of diabetic students have a responsibility to notify the class teacher and provide relevant medication and diagnostic tools. Meal times must be adhered to. Extra food should be permitted as required. Medical aid should be sought in case of emergency and parents notified.

**Other Chronic Conditions**

Refer to specific instructions in *Schools of the Future Reference Guide* and follow parent treatment requests. Copies of these requests are to be displayed on the First Aid notice board in the Sick Bay.

**Reference:** *Schools of the Future Reference Guide Section 4.5*

**Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in.... September 2011

References: