

# FIRST AID, MEDICATION & TREATMENT OF ILL/INJURED CHILDREN

## POLICY

***NB: this policy should be read in conjunction with the Anaphylaxis and Asthma policy documents.***

### **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 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 (as per DET requirements).
- To maintain staff training with current first aid certification.

### **Implementation:**

- Owing to the distance from Cavendish Primary School to the nearest medical services, a no risk approach will be taken for any serious illness or injury. This means an ambulance will be called.

Ambulance 000 or `112

Poisons Information Service 13 11 26

- A minimum of at least one member of staff to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications. Other training can include level 1 first aid training, CPR training and anaphylaxis training.

- Schools can also contact NURSE-ON-CALL (1300 60 60 24) in an emergency. This provides immediate, expert health advice from a registered nurse and is available 24 hour a day, 7 days a week.

- 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 locked cupboard – as per the list in 'First Aid and Infection Control – required First Aid contents' DET website:

<http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

- Epipens are to be stored in the Withdrawal room with management plan and photo attached. Management plan copies are also to be located in the classrooms, principal's office, administrative office and staff room.

- A supply of medication for teachers will be available in a locked drawer in the Office
- All injuries or illnesses that occur during class time will be referred to the administration staff or Principal who will manage the incident. All injuries or illnesses that occur during recess or lunch will be referred to: principal or office staff member or non-duty teaching staff member for first aid treatment.

- Supervision of the first aid room will be the responsibility of the trained office staff member or other teaching staff member or principal. Any child in the first aid room will be supervised at all times by an adult with at least one other person present (adult or child).

- A confidential up-to-date register (located in the first aid cupboard) will be kept of all injuries or illnesses experienced by children that require first aid.

- Staff without certificated first aid qualifications will be provided with basic first aid management skills, including blood spills and anaphylaxis training. A supply of protective disposable gloves and gowns are available for use by staff.

- Minor injuries only will be treated by staff members on duty, while more serious injuries-

***Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.***



including those requiring parents 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 flowing blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians (or verbal permission given over the telephone at the time of the illness). A list of students who have parental consent for the administration of panadol or other analgesics will be kept on file.
- For any student who requires medication whilst at school a signed letter, including details of dosage and times, has to be completed by the parent. These notes will be kept on file.
- A Medication Administration Log will be kept when any medication is administered to a student. This log will be kept in the First Aid cupboard.
- Parents of children who receive first aid for more serious injuries (not including scrapes, small cuts and bruises) 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 by the administration staff so that professional treatment may be organised. Any injuries to a child's **head, face, neck or back** must be reported 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, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school 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 others before deciding on an appropriate course of action.
- All school camps will have at least one first aid trained staff member at all times.
- A first aid kit will accompany all camps or excursions, along with mobile phones and a full list of appropriate numbers.
- All children attending camps or excursions will have provided 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 spacer at all times.
- A member of staff 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, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- 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, diabetes and anaphylaxis medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

### **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....

**October, 2016**



*Cavanish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.*