



St Saviour's Primary School

Safe at School

First Aid Policy

(June 2014)

VISION STATEMENT

St Saviour's Primary School is an educational community living out Mercy values each day.

Our Vision is:-

- That each child is valued and respected.
- That each child's giftedness is recognised.
- That each child's potential is realised.
- That each member of the school community strives for goodness.

RATIONALE

St Saviour's Primary School strives to promote the health and wellbeing of our students. This policy aims to inform the School Community on First Aid procedures.

VALUES

St Saviour's Primary School is a Catholic Primary School committed to the provision of a safe, healthy and caring environment. This First Aid Policy reflects the values espoused in the Mission of a Catholic School by promoting respect, responsibility, responsiveness and resourcefulness.

POLICY STATEMENT

St. Saviour's Primary School is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors. The school's policy applies to all who may be affected by injuries or illness during school activities, whether on or off school campus.

DESIRABLE CONSEQUENCES

Principal and Staff Responsibilities:

- Refer all injuries or illnesses that occur during class time to the office staff to manage the incident.
- Attend to all injuries or illnesses that occur during Morning Tea or Lunch breaks or playground duty before being referred to the staff member on first aid duty.

- Ensure they carry a basic first aid kit with them on playground duty for the treatment of minor injuries.
- Complete the First Aid Register for minor injuries otherwise complete an Incident Report form.
- All staff members have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may consult with other staff members before deciding on the appropriate course of action.

Parent Responsibilities:

- Give their child follow up to first aid if necessary.
- Inform the school of any follow up treatment recommended by a doctor.
- Contact the school office and complete the appropriate medication forms if necessary.
- Be aware of the school's policies and procedures regarding first aid.
- Ensure contact details are up to date and have an alternative contact person and care arrangements should they be unable to remove their child from school in the event of an injury or illness.
- Sign the sign out register when collecting children from school because of illness or injury.

Student Responsibilities:

- Access first aid resources, including the Sick Bay for injuries or illnesses
- Follow the instructions of First Aid Officer or Teacher
- Report to a Teacher, incidents that cause injury.

School Responsibilities:

- Ensure that all school First Aid Officers have undergone recognised first aid and CPR training
- Provide a first aid room comprehensively stocked with basic first aid material.
- Provide appropriately stocked first aid kits for use during playground duty, sporting events, camps, excursions and all other activities undertaken away from the school.
- Communicate general and specific information regarding first aid to all staff at the beginning and throughout each year via Staff Meetings and the Bulletin.
- Ensure school camps, have at least one first aid trained staff member in attendance.
- At the commencement of each school year send a request for updated information home, including requests for any medical management plans and reminders to parents of the policies and practices used by the school to manage First Aid, management, illnesses.
- Remind parents throughout the year, (via the Newsletter) of the policies and practices used by the school to manage first aid, illnesses and medications.
- Ensure a system for recording all information relevant to the first aid management of an injury or illness is maintained.
- Organise first aid duties according to the school's requirements.

First Aid Officer Responsibilities:

- Purchase and maintain the First Aid supplies and resources, First Aid kits, icepacks and the general upkeep of the Sick Bay.
- Hold a current, nationally recognised first aid qualification/statement of attainment issued by a registered training organisation (RTO) for the nationally endorsed first aid units of

competency. First Aiders should attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid.

- Ensure first aid training is current and records reflect qualifications.
- Provide initial care of ill or injured staff, students and others by rendering first aid care in accordance with approved training, and where appropriate, referring the casualty for additional medical advice (e.g. ambulance/doctor).
- Supervise the casualty until no further care or assistance is required, or until the person is handed over to appropriate medical care i.e. ambulance/medical personnel or the parent.
- Adhere to adequate and appropriate standard precautions for infection control.
- Contact the student's parents if serious injuries or illnesses occur. If parents are not contactable, First Aid staff or administration will follow procedure outlined on student's information card or Medical Alert card.
- Report to the student's parents if a student receives an injury which the teacher considers more than "minor". Contact Parents of ill students to remove the student from school

DEFINITIONS:

Reference to 'Parents' in this Policy includes Guardians and Caregivers.

First Aid is the emergency medical treatment given to a person who is ill or injured, before more thorough medical attention can be obtained. It may be a minor or major illness or injury.

REVIEW HISTORY:

Date	Event	Changes / Comments
01/2014	Rev00	Policy Revision
06/2014	Rev01	Minor formatting changes

TO BE REVIEWED: 2015