



ST MARY'S CATHOLIC PRIMARY, ASCOT VALE FIRST AID POLICY

July 2016

St Mary's School has a strong commitment to child safety as is reflected in our Vision Statement: *"Each child has the right to feel happy, safe and valued"*. We continually strive to ensure that every child is safe from harm including all forms of abuse. We exercise zero tolerance to abuse.

At St. Mary's we believe that a First Aid policy assists us to ensure the safety and well-being of all the school community within the school hours. We believe the First Aid policy provides teachers with guidelines in methods of approach to any given situation.

As teachers/staff we are considered to be in a duty of care position and therefore obliged to provide First Aid when necessary. This policy document is based on the School Operations Manual 4:1 and the Schools of the Future reference 4.5.

FIRST AID CABINET

At St. Mary's the first aid cabinet is well equipped according to the recommendations of the School's Operation Manual.

There are three first aid packs available for excursions and camps.

Bum bags are provided with basic first aid material for use by teachers on yard duty

MEDICATION

As per regulation, there is no medication administered in the First Aid room unless written permission is given by the parent to the teacher or office staff. In exceptional circumstances verbal parental permission may be sought by the Principal. Parents are directed by teachers to the school office to complete a medication permission form and all medication will be administered per directions.

All medication is stored in the Sick Bay or Admin 1. If the medication is to be refrigerated it is to be kept in the Sick Bay room and is to be collected by staff when required.

Asthma sufferers are required to complete an asthma management plan and with parental permission children may carry their inhalers. Asthma inhalers can be kept with the child. Epipens and other emergency medication must be kept in the first aid room with written directions and parental permission.

ILLNESS

In the case of illness the child is to be sent to the office with clear explanation in regard to the child's health problem. The office will then contact parent(s) or the emergency numbers after consultation with the Principal or Deputy Principal.

CHILDREN WITH SPECIFIC HEALTH PROBLEMS

A photograph of the child together with relevant information about their health problem are displayed in sickbay, offices, canteen and relevant classrooms. All teachers are required to familiarise themselves with the child and their specific problems.

ACCIDENT ON PLAYGROUND

All injuries must be reported to the teacher on duty. This teacher assesses the injury and decides if simple first aid treatment can be administered on yard or if the injured party is required to attend the first aid room.

Serious accident-

All serious accidents will be treated appropriately at the accident scene (i.e. parent called, ambulance or child taken to doctor).

Procedure for accident victim

First person at scene to make area safe

Assesses the seriousness of the injury

- a) If the injury is minor send to the first aid room for treatment.
- b) If the injury is serious or there is uncertainty, do not move the child but call for help (via a messenger) and clear the area, then, inform: Principal, First Aid personnel, Parent or other i.e. ambulance.

FIRST AID PERSONNEL

Marie Parker is the allocated first aid person during all break times.

RECORDING PROCEDURE

All children receiving first aid treatment are recorded on an accident sheet.

In the case of serious accident a separate and a more detailed form will be provided and filled in by the first aid personnel (attached).

Accidents incurred by staff will be reported to the Principal and recorded on the CEVN website under Data and Surveys as a School Incident/Accident Near Miss Report.

FIRST AID ON EXCURSIONS

Teachers are required to take first aid kits in case of a minor accident during an excursion. It is to be collected from the first aid room and returned on arrival back at school.

*In case of emergency during an excursion, the teachers present negotiate amongst themselves the most appropriate action to take according to each situation. **The school must be notified.***

FIRST AID PROCEDURES

- All teachers assist whenever possible.
- Kit of basic items i.e. band aids are to be kept in classrooms.
- Procedure for reporting injuries to teacher on yard to be explained by the classroom teachers.
- Head injuries are to be recorded and parents notified.
- Gloves must be worn when treating injuries.
- First aid qualifications are encouraged.
- Teachers to be aware of length of times children need to stay away from school if they have infectious diseases.

EVALUATION:

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