



Blaxland Public School

FIRST AID POLICY



POLICY STATEMENT

Blaxland Public School is committed to the care and support of all students. Our focus is the prevention of illnesses and injuries.

Where an injury or illness does occur, first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise in a school are provided. Minor first aid will be administered for the care of students and their well being.

STATEMENT OF PURPOSE

First Aid at Blaxland Public School ensures trained personnel care for sick and injured students. Students will feel comforted, secure and cared in time of distress following a minor injury or feeling unwell. All teaching and office staff are trained in Emergency Care and Procedures with staff responsible for overnight excursions holding certificates in Resuscitation.

The school will:

- assess first aid requirements
- regularly assess first aid equipment and first aid kits
- ensure 'use by' dates are current
- replace first aid materials promptly
- store medicine securely
- keep a medication register
- provide identification posters for 'at risk' students (anaphylaxis – severe asthma – diabetes etc)
- develop individual action plans for identified 'at risk' students
- contact a parent or emergency contact person if a student is injured during an excursion or camp
- ensure a staff member travels with a student being transported to hospital in an ambulance.
- ensure a staff member supervises a student admitted to hospital from school until a parent or care giver arrives.

The Principal will:

- provide first aid training for staff
- liaise with parents
- provide finance in the School Plan for ensuring current and appropriate equipment for first aid
- invite consultants from various health fields to discuss health issues such as anaphylaxis, asthma, etc.
- record and follow Department of Education procedures for reporting injuries when required
- report any identified hazard to Occupation Health and Safety
- provide daily medication to identified students with parent authority.

The First Aid Officer will:

- treat all students with care and kindness, respecting privacy and confidentiality of information provided during treatment
- supervise injured or ill students while in their care
- record and notify parents of any head injuries
- contact parents and notify the Principal that the injury is beyond the school's capacity to provide first aid. If a parent and the emergency contact can not be reached the First Aid Officer may decide to seek medical assistance (the school must have signed parent permission)
- instruct the office to call for an ambulance, contact parents and notify the Principal and class teacher in the event of substantial or serious injury
- adhere to infection control procedures
- dispose of first aide and contaminated waste
- send a student back to class after treatment if the student indicates they are ready to return
- contact a parent where concern or doubt exists in relation to the illness or injury for the parent to determine further action.

The teacher will:

- send an ill or injured student to the office with a friend. The friend will return to class on instruction from the First Aid Officer
- send a message to the office if an illness or injury prohibits the movement of a student
- carry a mobile phone provided by the school on excursions or camps
- seek medical assistance and contact the school in the event of an injury to a student when away from school
- carry a first aid kit when on excursions or at camp
- participate in Emergency First Aid Care Courses provided by the school
- participate in Senior First Aid Courses – Resuscitation if responsible for excursions near water or overnight camps.

The student will:

- notify the teacher if feeling unwell
- seek permission to go to Sick Bay for treatment
- let the office staff know they are present due to illness or injury and have teacher permission
- let the First Aid Officer know they feel well enough to return to class after treatment, if they feel well enough.

The Parent will:

- ensure the school has current contact details for their home phone, work or mobile phone and emergency contact
- provide the school with permission to seek medical assistance for their child if they or the emergency contact cannot be reached. This will be requested by the school for in school activities generally, excursions and for camps.

FIRST AID KIT CONTENTS:

Contents	Use/Function/Comments
adhesive strips – assorted sizes	minor wound dressing
non – allergic adhesive tape (2.5cm by 1m)	secure dressings, strapping
eye pads	emergency eye cover
triangular bandages	slings, supports, padding
crepe or conforming bandage – various sizes	retain dressings
wound / combine dressings	bleeding control / cover wound
non – adhesive dressings	wound dressings
safety pins	secure bandages, slings
stainless steel scissors sharp / blunt	cutting clothing / dressings
kidney dish	hold dressings, instruments, antiseptics, liquids
tweezers	remove foreign bodies
disposable latex gloves	infection control
sterile / saline water (single use ampoules – 30ml)	emergency eye wash, irrigating eye wounds
resuscitation mask	(to be used by qualified personnel only)
antiseptic solution	infection control
plastic bags	waste disposal
'Sting Go'	sand, mosquito, ant bites etc
Panadol	Pain relief (where parent permission is given)