



## **First Aid Policy**

*Policy No. 3.2*



### **Definition of first aid (as per DET guidelines)**

*First aid involves emergency treatment and support to:*

- *preserve life through:*
  - *clearing and maintaining open airways*
  - *restoring breathing or circulation*
  - *monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse*
- *protect a person, particularly if they are unconscious*
- *prevent a condition worsening*
- *promote recovery.*

**Note:** *The goal of first aid is not to diagnose or treat the condition.*

### **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.
- To maintain a sufficient number of staff members trained with a level 2 first aid

### **Guidelines for Implementation:**

Wales street Primary School provides equipment, first aid supplies and trained staff (including a qualified Registered nurse) to administer first aid within the limits of staff skill, expertise and training.

School responsibilities include, but are not limited to:

- A Registered School Nurse is employed to operate and co-ordinate the requirements of the First Aid room.
- A sufficient number of staff (including at least two administration staff member) to be trained to an Applied Level 2 Accredited first aid certificate [including Anaphylaxis training] and with up-to-date CPR qualifications.
- During times out of the hours of the School Nurse, the First Aid room will be run by Level 2 trained teachers/staff where possible, and will utilize a clear rostered system of school staff to do so.

- Provision and maintenance of first aid facilities, equipment and information are in accordance with DET First Aid Guidelines. The first aid room provisions include two sets of generic adrenaline Auto injection devices, Ventolin and first aid kits, stretcher, neck brace and pediatric air viva.
- 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 in the first aid room.
- If an accident does occur in the playground, the student will be issued with a First Aid Card and sent inside to the school nurse or the teacher on first aid duty. The injury will be treated and if the injury is deemed by staff in attendance to be of concern either physically or psychologically, the parent(s) will be contacted.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- Any children with injuries involving blood must have the wound covered at all times. All staff will be provided with gloves for protective use during administrations of First aid.
- Parents of children who receive first aid that is more than a minor injury (i.e.: Band-Aids over a scrape or minor graze) will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher/nurse providing the first aid.
- For more serious injuries/illnesses, the administration or Nursing staff will contact the parents/guardians so that professional treatment may be organised. Injuries to a child's head, face, neck or back will be reported to parents/guardian.
- 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.
- An accident report form (for CASES) will be completed in all cases deemed to be serious as per DET guidelines.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians.(see Medication Policy)
- Staff responsible for administering medication must be given guidelines in accordance with any relevant health care plan for that student, and maintain medication record logs.
- Parents of an ill child will be contacted to take the child home
- Parents who collect their child 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 school camps will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps. Mobile phones will be taken to camp and used as deemed appropriate.
- 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 provide a spacer and ventolin for school access. The first Aid Room will stock disposable spacers and ventolin for emergency use. (see Asthma Policy)
- The school Nurse 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 announced in our School Newsletter ,including requests for any Asthma management plans, Anaphylactic action Plans, Diabetic Action Plans, Epilepsy action Plans and high priority medical forms,.
- It is the parent's responsibility to provide Action Plans in a timely manner to assist in best practice at school.
- It is the parent/carers responsibility to ensure that the school office has current emergency contact names and numbers
- At the commencement of the school Year reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year will be made via newsletters.
- 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 medication and anaphylactic procedures will be given at arranged times in the year.(see Asthma and Anaphylactic Policies)
- It is recommended that all students have personal accident insurance and ambulance cover.(see Ambulance Policy)

### **Evaluation:**

This policy will be reviewed by the Policy committee as part of the 3 year cycle