

POLICY STATEMENT

The school has procedures for supporting student health for students with identified health needs and will provide a basic first aid response as set out in the procedure below to ill or injured students due to unforeseen circumstances and requiring emergency assistance.

FIRST AID OFFICERS

A list of current trained First Aid Officers is displayed on emergency notice boards in all rooms.

Consistent with the DEECD First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s. Only those with current First Aid qualifications will be allocated as First Aid Officers.

First Aid Officers will undertake First Aid training every 3 years and CPR annually to maintain their qualification.

FIRST AID OFFICER DUTIES

The First Aid Officer/s is required to undertake a coordinating role maintaining standard medical service provision and student medical records.

Their duties include:

- Informing the Principal of any issues concerning first aid equipment, staff training and the administration of first aid.
- Organise first aid emergency awareness training for staff, a list of responsible officers and provision of emergency phone numbers.
- Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school e.g. cardiac arrest or respiratory difficulties associated with asthma, management of severe bleeding, basic wound care, fractures, soft tissue injury. Recording first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.
- Providing input on first aid requirements for excursions and camps.
- Contacting parents/ guardians if First Aid treatment is applied to their child.

Qualified First Aid personnel will be available at the school during normal working hours and at other times when authorised programs are being conducted.

Only staff with first aid qualifications will provide first aid. However, in an emergency other **staff may be required to help within their level of competency.**

PROCEDURES FOR MEDICAL TREATMENT

In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school.

All accidents and injuries will be recorded on the Department's injury management system on CASES21.

A record of first aid treatment is recorded on the 'Accident/Illness Report'. The form will be sent home with the student indicating date and time of accident/illness, the treatment given and the person administering the first aid.

Consistent with the Department's First Aid Policy and Procedures the school will maintain First Aid kits for the First Aid room and excursions. First aid kits will be available for all groups that leave the school on excursions.

HEAD AND NECK INJURIES

Head or neck injuries could include concussion and/or shock as well as spinal injury.

An abrasion injury alone is likely to be different from an impact injury – impact meaning force or collision with a hard surface or object was involved.

It is the policy of the school that all injuries to the head or neck are reported to the Principal or Assistant Principal. An ambulance should be called first and then parents/emergency contacts are contacted regarding the injury.

If a parent asks for the ambulance to be cancelled then we should do so but request the parent collect the child to monitor for symptoms of concussion or injury and document the parents decision.

The Triple 0 response person may also deem an ambulance isn't warranted if the victim is conscious which should be documented.

VOMIT AND DIARRHOEA

Vomit and diarrhoea can be highly contagious conditions.

If a student has repeated vomiting or diarrhoea the parents/emergency contact person will be contacted and requested to collect the child.

The student will be required to stay at home until free of these symptoms.

EMERGENCY TELEPHONE NUMBERS

Poisons Information Service	13 11 26
Ambulance	000

Date Implemented	January 2014
Author	Jeff Innes
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	16 th June 2016
Responsible for Review	Principal
Review Date Due	June 2019
References	Donald Gibbons Regional Services Group