

# Wooragee Primary School

## First Aid Policy

### **Rationale:**

The school is responsible for providing First Aid to all students during school hours, on camps and excursions, at sporting events and during Active After School Communities (AASC) Program.

The school's First Aid procedures need to be documented to ensure student wellbeing is appropriately maintained.

### **Aim:**

- To provide a safe, caring and supportive environment that takes into consideration the safety and health needs of all students.
- To ensure our duty of care obligations are met by providing:
  - Adequate First Aid facilities and requisites.
  - Sufficient staff trained to an appropriate competency level.
  - First Aid when necessary within the limits of skill, expertise and training of staff.

### **Implementation:**

- School staff will have the opportunity to attain and update First Aid qualifications at the school's expense.
- A First Aid Co-ordinator will be appointed each year to maintain First Aid procedures, manage the First Aid Room, display applicable First Aid procedures (such as managing blood spills and bleeding students), and replenish all First Aid materials.
- First Aid kits are to be checked each term and a First Aid kit inventory will be maintained.
- First Aid excursion packs will be checked and restocked prior to an excursion.
- Emergency Management First Aid kit will be checked and restocked in February and November.
- Minor injuries will be recorded in the child's diary or parents/carers informed after school in person or by telephone as applicable.
- For all serious injuries, parents/carers will be immediately informed and appropriate action taken.
- For all head injuries, parents/carers will be immediately informed and the student will be sent home or alternate action taken as deemed necessary.
- Serious injuries are to be reported to the Principal who will notify the child's family and DEECD Emergency Management as per our Emergency Management Plan.
- A photo and details of all students with serious medical conditions such as asthma, diabetes or allergies, will be filed behind the roll and be available to Casual Relief Teachers (CRTs).
- If a student requires medical attention or transportation to hospital, parents/carers will be notified and a staff member will accompany the student in an ambulance if possible.
- Where possible, only staff with First Aid qualifications should provide First Aid. However, in an emergency, other staff may be required to do so regardless of their training level.
- Analgesics such as aspirin and paracetamol will not be stored in the school's first aid kit as they can mask signs and symptoms of serious illness or injury.

- The School First Aid Register will be completed by the person providing First Aid.
- A paper CASES notification form is to be completed by the person providing First Aid for serious injuries.
- The Office Manager will record the paper notification on the CASES Accident Register.

**Related policies and documentation**

- Anaphylaxis Policy
- Wooragee Primary School Emergency Management Plan
- [DEECD Medication Policy](#)
- [DEECD Anaphylaxis Policy](#)
- [Asthma Society Webpage](#)

**Evaluation:**

- This policy will be reviewed every three years or earlier as required.

***Ratified: July 2017***

***Review Date: July 2020 or earlier as required***