



# Bungaree Primary School

## First Aid Policy and Procedures

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### Purpose

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. Bungaree Primary 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. These procedures have been communicated to all staff and are available for reference from the school office. The purpose of this policy/procedures is:

- 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.

### Overview

Teachers and principals must:

- be familiar with the school's first aid procedures, and
- observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Schools support first aid by:

- ensuring the school's first aid needs are met, providing:
  - asthma and anaphylaxis kits
  - first aid rooms
  - major first aid kits
  - portable first aid kits
- and managing:
  - blood spills and bleeding students
  - syringe disposal/injuries.

Note: Where possible, first aid should only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Bungaree Primary School can also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.

### Implementation

- Staff, where possible, are to be trained to a Level 2 first aid certificate level, and with up-to-date CPR qualifications.
- A comprehensive supply of basic first aid materials will be stored in a cupboard in the Staff Room.
- Any children in the Staff Room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to a Teacher or Principal who will manage the incident; all injuries or illnesses that occur during recess or lunch breaks, will be referred to the Yard Duty staff member.
- A confidential up-to-date register located in the first aid area will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.

- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor – need to be referred to the Principal or Teacher-in-Charge.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians (refer to the Medication Policy).
- For serious injuries/illnesses, the parents/guardians must be contacted so that professional treatment may be organised. Any injuries to a child’s head, face, neck or back must be reported to parents/guardian.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than “minor” will be reported on the DET Accident/Injury form, and entered onto CASES (document/record management system).
- Parents of ill children will be contacted to take the children home.
- Parents who collect children 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 teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with the Principal before deciding on an appropriate course of action.
- A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form/or QR-Coded Lanyard 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 have access to Ventolin and a spacer at all times.
- The Business Manager 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 supplies.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- 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, anaphylaxis and other medications will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

## **Evaluation**

This policy will be reviewed as part of the school’s three year review cycle.

REFERENCES:  
Bungaree Primary School Policy Manual

DET School Policy and Advisory Guide: First Aid <http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx>