

SIMPSON PRIMARY SCHOOL

FIRST AID INJURY RESPONSE POLICY

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.

Broad Guideline:

- To administer first aid, and provide adequate treatment for children when in need in a competent and timely manner, whilst attempting to eradicate or at least minimise injuries to students at school.
- All staff will be prepared to and respond in a timely manner to provide appropriate response and treatment

Implementation:

- A first aid station and first aid kits 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 station.
- A sufficient number of staff to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications
- All injuries that occur during class time will be referred to staff (aide, Principal or Business Manager) who will manage the incident, all injuries that occur during recess or lunch breaks, will be referred to the teacher on duty.
- An up-to-date confidential register located at the first aid station will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid and infection control skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Only minor injuries such as scratches will be treated by staff members on duty, while all other injuries-including those requiring parents to be notified or suspected treatment by a doctor – preferably require a level 2 first aid trained staff member to provide first aid.
- Supervising teachers – classroom, yard duty, etc. will enlist the support of another staff member to manage an incident if required.
- Children with injuries involving blood or non-intact skin must have the wound covered at all times.
- Gloves must be worn when dealing with injuries involving blood.
- Bleach must be used to clean areas where blood has been spilled and blood soiled items must be disposed of in a sealed plastic bag.
- No medication (including headache tablets) will be administered to children without the written permission of parents or guardians using the appropriate Medications Administration form in the ‘Panadol Consent Forms’ folder. Medication register will be kept for any medications administered in line with our Medication Policy.
- First aid treatments will be kept out of reach of children.
- For serious injuries/illnesses, the parents/guardians must be contacted by staff so that professional treatment may be organized. Any injuries to a child’s head, face, neck or back must be reported to parents.

- If contact cannot be made with parents an ambulance will be called.
- An ambulance will be called for any serious head injuries, fractures, concussion, fits, etc.
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- Any student who is collected from school by parents 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 the treating first aid teacher considers the injury to be greater than “minor” will be reported on the Injury Report Sheet and DET Accident/Injury form LE375, and entered into CASES 21.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and reference should be made by staff to the school’s Incident Management policy.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.
- Children should be accompanied to the first aid room by an adult.
- The Principal and Office Staff will be notified if children are left in the first aid room.
- Level 1 or 2 First Aid courses will be funded by the school. A sufficient number of staff to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- The organizing teacher of camps and excursions will be responsible for first aid requirements.

Evaluations to be completed as part of the School’s three year review cycle, or after any significant incident.

Approved March 2019