



GENERAL FIRST AID TREATMENT

- General first aid should be followed up in class or yard ie bandaids etc
- Students who require more than basic first aid should be sent to the Front Office with a pink referral note from the teacher.
- Details to be recorded in the First Aid register.
- Students will return to class with the First Aid note for teacher's information, and the student will take note home for parental information.

UNWELL STUDENTS

- Students are to report to the front office with a First Aid referral note from the teacher
- Students will be accompanied by another student
- At the discretion of the front office staff students may rest in the sick room for up to 30 minutes
- If necessary front office staff will contact the child's caregiver to send them home
- Details to be recorded in the First Aid register
- Front office staff to contact class teacher if the student goes home.

ACCIDENTS – REQUIRING MEDICAL ATTENTION

- Students are to be accompanied to the front office if they can be moved
- If students are unable to be moved the staff member on duty will need to contact the school front office via their mobile phone or two way radio
- Any bump to the head needs to be recorded and parents contacted by note or phone calls depending on the need
- Front office staff will contact parents and ask to transport the child to receive medical attention
- If the parent or emergency contact can not be contacted in the first instance the student will be sent to hospital via an ambulance. (please see child's enrolment form)
- A decision will be made to ring an ambulance or a staff member to take the child to a doctor. Staff members must have appropriate car insurance.
- For emergencies requiring an ambulance immediately it will be organised and parents advised. If appropriate a member of leadership staff will accompany the student to the hospital.

Details will be recorded in the First Aid Register and an ED 155 completed when necessary.

PRESCRIPTION MEDICATION

- Prescription medication is the only type of medication that can be administered at school.
- All medication must be provided with a prescription label attached clearly identifying student, medication and dosage. When medication is given it must be recorded.
- A medication consent form must be completed by the parent and any ongoing medication administered during school time must have a medication consent and health care form signed by the doctor and the parent/caregiver.
- Wherever possible we are to support children to take responsibility to manage their own health and first aid needs.

- Medication is to be kept in the front office.
- Parents are to liaise with the doctor to ensure first aid plans are accurate, up to date and can be managed in the School setting. New students in the school will not complete their enrolment process until they have a health plan.
- Parents are to assist children to self manage and be responsible as much as it is safe for their own medication

STAFF

- Staff members are required to undertake first aid training and update their training
- If an SSO administers first aid in yard play they are to let the class teacher or yard duty teacher know
- Teacher to advise parent of what happened and follow up
- Staff are responsible for first aid facilities in their rooms and yard duty bags, preparation of accident reports and dealing with matters involving simple hygiene
- Staff are to maintain confidentiality in situations which families have released health information
- Staff are to be familiar with individual health support plans for children with individual first aid needs
- Staff are to be trained in giving appropriate medications to children

PROMOTION

The policy will be promoted by:

- Families being informed via the newsletter and other correspondence.
- New families to the centre being informed via the Enrolment Information package.
- Staff being informed and provided with training opportunities.
- Students being informed via teachers

This policy will be reviewed every two years with Staff and Governing Council input.

Written: Term 1 2015

Endorsed by the Governing Council: Term 2 2015

Reviewed: 2017