



Date written: 2001
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Next review: 2022

**This policy has been developed by members of School Council.
This includes both parent and DET representatives.**

RESPONSIBILITY

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.

The Care Arrangements Policy is to be read in conjunction with the Greenhills Primary School Student Health (First Aid) Policy which outlines the school's responsibilities and procedures in respect of our "responsibility to provide equitable access to education and respond to diverse student needs, including health care needs".

All staff take the care and wellbeing of students seriously. Unfortunately, accidents and injuries happen to children. Greenhills Primary School aims to reduce and minimise these incidents. An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases, accidents can be avoided and it is our intention to prevent as many mishaps as possible.

Our School will:

- Administer First Aid to children when in need in a competent and timely manner.
- Communicate children's health problems to parents when considered necessary.
- Provide supplies and facilities to cater for the administering of basic First Aid.
- Maintain a sufficient number of staff members trained with a Level 2 First Aid certificate.

Aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By completing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- Ensuring all children play games safely and correctly.
- Pre-empting accidents by being aware and avoiding hazards i.e. storing equipment, putting toys away tidily etc.
- Staff and children are encouraged to care about their environment and their colleagues and peers.
- Staff identify and report hazards and risks, encouraging children to do the same.
- OHS Officers are appointed to oversee all health and safety issues that may arise.

We classify an accident as what we have witnessed and an incident as something we did not see.



First Aid boxes can be found in all classrooms and specialist rooms. These include some 'basic' First Aid equipment to deal with minor injuries that may occur in the classroom. First Aid Kits and more 'advanced' equipment are stored in the First Aid room. All yard duty teachers also have "basic" First Aid supplies with them while on duty.

IMPLEMENTATION

A sufficient number of staff (at least 6, including at least 1 administration staff member) will be trained to a level 2 First Aid certificate, and with up-to-date CPR qualifications.

A First Aid room 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 room.

Supervision of the First Aid room will form part of the daily yard duty roster. Any children in the First Aid room will be supervised by a staff member at all times.

All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty in the First Aid room.

A confidential up-to-date register (kept under lock and key) located in the First Aid room 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.

This policy should be read in conjunction with the DET First Aid Policy and all school medical/First Aid policies.

EVALUATION & REVIEW

The Greenhills Primary School Care Arrangements for Ill Students Policy will be reviewed as per School Council Policy and School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.



APPENDIX A

Any child/ren 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.

Parents of all children who receive First Aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the First Aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head or face **MUST** be reported (preferably by phone) 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 Department of Education Accident/Injury form LE375, and entered onto CASES.

Parents of ill children will be contacted to take their children home.

All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.

All school camps will have at least 1 Level 2 First Aid trained staff member at all times.

A comprehensive First Aid Kit and mobile phone will be available at all camps.

All children attending camps or excursions will return a parent signed medical form to the school, providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. The original signed medical forms are to be taken on camps and excursions, and copies are to remain at school.

All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.

The First Aid Coordinator 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 room.

At the commencement of each year, requests for updated First Aid information will be sent home including requests for any asthma, diabetes, allergy and anaphylaxis 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, diabetes and anaphylaxis medication will also be given at that time. Staff will remain up to date with the training requirements as determined by DET.

An injury that requires an ice pack will require the injured person to stay at the office and/or First Aid room until they are deemed well enough to return to the class. At no stage are ice packs to leave the administration building, unless circumstances require it.

All accidents and incidents are reviewed to see if anything can be done to prevent the reoccurrence of the accident/incident.