



First Aid & Medication Policy

Rationale

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. Berwick Chase Primary School has a duty of care to provide a safe work place for staff, students, volunteers, contractors and visitors.

Guidelines

- 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.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.
- To provide a first aid system which will be able to treat the injuries and illness of all who are under our "Duty of Care"
- To provide a first aid system which will, whenever possible:
 - Maintain life
 - Protect the injured
 - Prevent further injury; and
 - Promote rapid recovery

Implementation

- Berwick Chase Primary School Council will include within its annual budget, an appropriate amount for annual purchase of first aid materials, equipment and training of staff in first aid. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- First Aid Co-ordinator is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- The First Aid room will be operational at all times during the normal school day.
- Berwick Chase Primary School recognises that in addition to basic first aid training staff require training in anaphylaxis, asthma, diabetes and epilepsy.
- Berwick Chase Primary School will provide regular updates of all first aid qualifications as required.
- CPR training for all staff will occur annually during February.
- Anaphylaxis training for all staff will occur **per the anaphylaxis policy training requirements**
- Staff are required to consider first aid requirements when planning all activities.
- Staff who are planning out of school activities must ensure appropriate medication is taken for those students who require it. They must also include a suitably qualified and trained person to supervise that medication.



- A sufficient number of staff (including at least one administration staff member) to be trained to a Level 2 First Aid Certificate, and with up-to-date CPR qualifications:

Site Characteristics	Minimum first aid requirements	
Less than 50 employees (and students)	1 first aid officer	1 first aid kit
50 - 199 employees (and students)	2 first aid officer	4 first aid kits
200 - 399 employees (and students)	4 first aid officers	6 first aid kits
400 - 599 employees (and students)	6 additional first aid officer	8 first aid kits
600 - 799 employees (and students)	9 first aid officer	10 first aid kits and a first aid room with bed
800 - 999 employees (and students)	12 first aid officers	12 first aid kits (including specific "type of incident" treatment) and a first aid room with bed
>1000 employees (and students)	16 first aid officers	14 first aid kits (including specific "type of incident" treatment) and a first aid room with bed

- Berwick Chase Primary School will not provide any medication or prescription drugs other than Ventolin (in emergency), or its equivalent. Any medication or drugs so required must be provided by the parents/guardians of the students. This includes paracetamol for pain relief.
- Berwick Chase Primary School staff will not apply ice packs to the neck up.
- All medication and drugs are to be retained in the first aid room and are to be administered by a trained first aider. Medication is only administered when parents have contacted the office and completed relevant paperwork. On camps or excursions they are to be retained in the possession of the first aider. Student EpiPens must remain with the supervising teacher on excursions and camps.
- The First Aid Policy is to be read in conjunction with The First Aid Protocols. These protocols explain in detail the requirements and responsibilities as outlined in the above dot points.
- The first aid duties will be organized to suit the school's needs. 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 staff member on duty in the first aid room.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All learning areas will be provided with a supply of protective disposable gloves and basic first aid materials.

- Minor injuries can be treated by staff members, (for example, injuries which require a band-aid), while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor – require a Level 2 first aid trained staff member to provide first aid.
- All head knocks must be dealt with by a Level 2 first aid trained staff member/school nurse.
- 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.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury and the name of the teacher providing the first aid. For more 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/guardians.
- 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 to DEECD via a Sickbay Accident/Injury Form, and entered onto CASES21.
- 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 must take their mobile phone on yard duty with them to be used only in the case of where the office needs to be notified of an emergency.
- All teachers have 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 one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps and excursions, along with a staff member’s personal mobile phone. Minimum of one first aid kit per bus.
- All children attending camps or excursion will have provided a signed medical form 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 the documented asthma management plan, will have access to Ventolin and a spacer at all times.
- 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. Parents are responsible to update the school of any changes in medical history.

- General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- The Department Emergency and Security Management section will be notified if/when appropriate.
- In the case of an emergency, staff are advised to call 000.

Evaluation

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

This Policy was ratified at School Council on Monday 12th September 2016