



Oakleigh Grammar

Policy Document Name	Student First Aid
Date Ratified by Board of Management	July 2022
Date for Review	July 2025

1. Preamble

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.

2. Purposes

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 an Apply First Aid (HLTAID003) certificate.

3. Protocols

1. A sufficient number of staff, in addition to the School Nurse/ First Aid Officer, will be trained to an Apply First Aid (HLTAID003) certificate, and with up-to-date CPR qualifications (HLTAID001)
2. A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in an unlocked cupboard in the first aid room.
3. First aid kits will also be available in each school building.
4. Any child in the first aid room will be monitored by a staff member at all times.
5. Injuries or illnesses of concern that occur during the school day will be referred to one of the following the School Nurse/First Aid Officer, yard duty teacher or to the receptionist who will request a first aid trained staff member to attend.
6. A confidential up-to-date register located in the first aid room or in the First Aid Officer's office will be kept for all reported injuries or illnesses experienced by children who require first aid.
7. 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.

8. Minor injuries will be treated by staff members, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require attention by the School Nurse/First Aid Officer or a first aid trained staff member.
9. Any children with injuries involving blood must have the wound covered at all times.
10. No medication including headache tablets will be administered to children without the written permission of parents or guardians.
11. Parents of all children who receive first aid will receive communication by phone, email message or student diary notification, indicating the nature of the injury, any treatment given, and the name of the person providing the first aid.
12. For more 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, back, or genitals may be reported to parents/guardian.
13. Parents of ill children will be contacted to take the children home.
14. Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained at reception.
15. Any member of staff has the authority to call an ambulance in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
16. All school camps and excursions will have at least one first aid trained staff member in attendance at all times.
17. A comprehensive first aid kit will accompany all camps.
18. In case of an emergency, parents or guardians may contact the School. Depending on the situation, they will be provided with the campsite contact number.
19. All children attending camps or excursions will have provided a signed medical form providing medical details, giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment and also consent to the administering any medications that the child requires e.g. Ventolin. Instructions and medications are to be handed to the staff member in charge of the camp or tour prior to departure. Copies of the signed medical forms are to be taken on camps and excursions, with the originals kept at the School, and given to a member of the camp team prior to the departure of the camp or excursion.
20. All children with a documented asthma management plan will need to provide and have access to Ventolin and a spacer at all times.
21. All children with a documented anaphylaxis management plan must supply and have access to an EpiPen at all times.
22. The School Nurse/First Aid Officer is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs; ensuring supplies have not passed their use by date,

and the general upkeep of the first aid room. Classroom first aid kits are the responsibility of the staff in conjunction with the first aid officer.

23. Requests for updated first aid information will be sent home annually including requests for any asthma, diabetes 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 and must be returned at the commencement of each year and it is the responsibility of the parents for notifying the school of any changes throughout the year.
24. General organisational matters relating to first aid will be communicated to staff at the beginning of each semester and throughout the year as required. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at these times if required.