



First Aid & Care Arrangements for Ill Students Policy

Rationale

This policy exists to ensure Fairfield Primary School discharges its duty of care towards ill students.

Aim

- To ensure the school complies with DET policy and guidelines.
- To communicate children's health requirements between parents and the school when considered necessary.
- To ensure the school has strategies in place to enhance the [Child Safe Standards](#).

Implementation

TRAINING

- 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/anaphylaxis medication will also be given at that time.
- Staff will receive two anaphylaxis briefings each year.
- 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. (The operation of the first aid room is a component of the school's induction program).
- Selected staff (including at least one administration staff member) will be trained to a Level Two First Aid certification, and with up-to-date CPR qualifications.

FIRST AID ROOM AND SUPPLIES

- The school will provide supplies and facilities to cater for the administering of first aid.
- An unlocked first aid room and first aid kits (including asthma kits) 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.
- First aid kits will also be available in each wing of the school, as well as the staff room and administration offices, as deemed appropriate.
- Supervision of the first aid room will form part of the daily yard duty roster. A trained first aid officer will supervise any student in the first aid room at all times.
- The Principal will determine which staff members are responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.



FIRST AID

- All injuries to students or ill students must be attended to, no matter how apparently minor.
- The school will administer first aid to a student in need in a competent and timely manner.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident.
- Simple injuries that occur during recess and lunchtime breaks will be treated by yard duty staff who have basic first aid supplies. More serious injuries or illnesses that occur during recess or lunch will be referred to the first aid room where a first aid officer will be on duty.
- Minor injuries will be treated by staff members on duty, while more serious injuries – including those requiring parents to be notified or possible treatment by a doctor – will be treated by Level 2 First Aid trained staff.

COMMUNICATIONS AND DOCUMENTATION

- At the commencement of each year, requests for updated first aid information will be sent home, including requests for *Anaphylaxis Action Plans*, *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.
- 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 students who require first aid.
- The administration of any medication will be in accordance with the Fairfield Primary School [Administration of Medication Policy](#). A *Medication Authority Form* must be completed by parents before any medications can be administered by staff. Please note, this includes headache tablets.
- The school will communicate a student's health problems to parents when considered necessary.
- Parents/carers of all children who receive first aid will receive a completed *Illness/Injury Parent Notification* record sheet. The form indicates the nature of the injury, any treatment given, and the name of the teacher providing the first aid.
- Any student 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, neck or back will be reported on the Department of Education and Training (DET) system *CASES21* and onto *WorkSafe* or *eduSafe*, per DET guidelines.
- For more serious injuries/illnesses, the parents/carers will be contacted so that professional treatment may be organised. Please note that parents/guardians will not be notified when students receive first aid for minor issues e.g., a band-aid.
- Parents/carers of ill students will be contacted to take the child home.
- Parents/carers who collect their child from school for any reason (other than emergency) must sign the child out of the school on the Compass iPad at the school office.
- Serious injuries will be recorded on *eduSafe* and will be investigated. This may result in modifications to a work or play area.
- All teachers have the authority to call an ambulance immediately in an emergency. The school will notify the parents if an ambulance is called.



CAMPS AND EXCURSIONS

- All students attending camps will sign a medical form providing medical details and giving teachers permission to contact a doctor or ambulance should an instance arise where the student requires treatment. Copies of the signed medical forms are to be taken on camp and a copy kept at school.
- Parents are encouraged to discuss the needs of their child with the class teacher or the teachers organising school camps.
- All school camps will have at least one Level Two First Aid trained staff member.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone – per the Department of Education guidelines.

ANAPHYLAXIS AND ASTHMA

- The school maintains an [Anaphylaxis Policy](#) and an [Asthma Policy](#).

Evaluation

This policy will be reviewed as part of Fairfield Primary School's 3-year review cycle in August 2021.

This policy was ratified by School Council in **August 2018**