FIRST AID POLICY

RATIONALE
At Evanston Gardens Primary School we believe that all students have the right to an excellent standard of first aid care in accordance with DECD policy and guidelines.

PRINCIPLES OF FIRST AID:
- Anyone can and should provide an initial first aid response.
- Protective gloves must be worn when attending to illness/injury where there is blood/body fluid present.
- Parents/guardians retain the primary responsibility for their child’s health.
- It is parents’ responsibility to keep their children home if they are ill.
- Teachers have a duty of care to their students.
- All cases of emergency will be dealt with immediately especially all head injuries.

GENERAL INFORMATION
The school does not have the facilities to care for sick students for an extended period of time and therefore every effort will be made by school staff to contact parents (or other listed emergency contacts) for sick students to be taken home.

- A staff member will be on duty at all break times.
- The school has a trained senior first aid officer.
- SSO’s who render first aid services to students and/or staff may have the cost of Hepatitis B vaccination reimbursed by DECD (refer to Admin Guidelines 77.5).
- If a student requires urgent medical attention, the school will ring for an ambulance. The responsibility of cost of ambulance transport rests with the parent/caregiver. However, if the parent/caregiver does not have private ambulance cover, the Education Department may pay the costs on completion of a Statutory Declaration. (This form may be filled in at the school).

STANDARD OPERATIONAL PROCEDURES IN NON EMERGENCY SITUATIONS

1. STUDENT IN THE CLASSROOM
It is class teacher’s responsibility to administer basic first aid. First aid kits are located in each classroom and in the administration area. If a student is displaying symptoms of:

(a) Illness, he/she should be kept in the classroom and monitored. If the teacher decides that the student needs to go home, the student will be sent to the office with a note requesting that the parent or emergency contact person be contacted to collect the student immediately. Office staff will inform the teacher of the result of the home telephone call.

(b) Minor injury (Inc blood nose), he/she should be attended to in the classroom with suitable records maintained. Class teacher to monitor and assess. Student to be sent to the office with a note if pain/bleeding persists.
(c) **Serious or emergency injury**
- If the student cannot be moved through loss of consciousness, epileptic fit, or a serious injury the teacher should immediately inform the office using the Red Emergency Card so that a Senior First Aid person can attend and assess if an ambulance should be called.
- If the student is able to come to the office he/she should be sent with either an adult or another student. Depending on the severity of the injury, a decision will be made to either render first aid, ring the parents or emergency contacts or an ambulance.

(d) **Bites** – if a student is bitten by another student, leadership & office staff are to be notified to follow up first aid care. Parents should be notified that children may need to see the doctor.

(e) **Snake Bites** – student should lie quietly and Red Emergency Card should be sent to office with details of injury. All staff will be educated in first aid procedures for snake bites.

2. **STUDENT FROM THE YARD (Recess and Lunch times)**
All students will report to the teacher on duty before permission is given to go to the office. The teacher is to ascertain the reason and if appropriate recommend alternative options:
- If minor, wash cut or wound - major cuts to be sent to office
- Sit in shade and rest
- Use toilet (if stomach upset)
- Have a drink

All teachers should ensure that they take their yard duty bag with them on yard duty and when out of classroom for outside activities. Each bag should contain:
- Bandaids
- Tissues
- Wipes
- Protective gloves
- Biro/Records Book

It is the teachers responsibility to maintain the contents of their bag & if need be ask the office staff to assist.

Students who sustain serious head injuries (lose consciousness, experience dizziness or disorientation/confusion or vomiting) or who have suspected broken bones or back injuries should be monitored by teacher on duty AND NOT BE MOVED. A Red Emergency Card should be sent to the office. Assistance will be rendered immediately to determine the most appropriate course of action e.g. ambulance.

3. **MEDICATION**
Any medication taken at school should be:
- Prescribed by a doctor (includes analgesics, Panadol and other medication that can be purchased over the counter.
- Only sent if needed (medication that has to be taken three times per day can be taken before and after school and before bedtime therefore does not need to come to school at all).
- Delivered in the original container with the label from the pharmacy stating amount to be taken and child’s name.
- Within the use by date, the onus is on the parent/caregiver to ensure that the medication date is current, including asthma medications.
- Sent with written instruction from the medical practitioner prescribing the medication (see attached Medication Plan).
- Medication is to be kept in a secure area in the front office and staff will supervise the administration of medication according to doctor’s instructions.
- Strict records in the form of a medication log should be kept regarding time of administering medication and dosage given.
4. **ANALGESICS (Pain Killers)**

*Education Departmental Administration Guidelines State that -*

77.9.1 All medications can have undesirable side-effects and analgesics (pain killers) are no exception. Amongst other things, they can cause slight to severe bleeding from the bowel and can cause irreversible kidney damage. Recurrent complaints, e.g. headaches, may have an underlying medical cause requiring investigation and the dispensing of analgesics should only occur on medical advice.

77.9.2 Doctors seldom prescribe analgesics for regular long term use except perhaps; where a child is suffering from a chronic complaint e.g. arthritis.

If parents state that their child will need analgesics on any given day while at school, they are asked to send the medication required and a signed note stating the name of the child, the name of the analgesic/tablet/medicine, strength of dose (e.g. whole tablet, half tablet, mls, grams etc.) and time/s to be given from the doctor and parent and it must be in the original packaging with the pharmacy instructions on it.

Teachers are not to dispense analgesics. Admin Staff will only dispense analgesics where the above has been adhered to.

5. **HEAD INJURIES**

- Students with any head injury however seemingly insignificant must be observed for thirty minutes. A note will be sent home to parents informing them of the nature of the injury.
- **Serious head injuries must be treated with urgency (i.e. phone to office so that parents/ambulance may be called – Assistance will be rendered)**
- An accident report form (ED155) must be filled out if any serious accident occurs. This form is available from the front office. On completion the form must be signed by the Principal and the OHS&W representative.

6. **HEADLICE**

- A child suspected of having headlice will be sent to the office to be checked if permission has been granted.
- If there are live lice, the office staff will phone home for parent/caregiver to collect the child
- If the child is suspected of having headlice and permission has not been given to inspect the hair parents/caregiver will be phoned to collect the child
- If a child suspected of having headlice is unable to be picked up from school he/she will work in isolation from other children
- A headlice letter is distributed to all class members
- Parents/caregiver treat headlice and the child returns to school the day after treatment
- The school provides free headlice treatment for school card students

7. **ASTHMA**

- Students with asthma need an asthma care plan stored in the front office
- Asthma puffers may be kept with the student
- Spare reliever puffers are located in classrooms and in the front office

8. **CAMPS AND EXCURSIONS**

- Refer to Camps and Excursions guidelines in staff room
- A first aid kit for excursions is stored in the first aid room
- Book out first aid kit for all camps and excursions
- Compile emergency contact numbers and medical information

This policy was last ratified by Governing Council on 21/02/2012