



# WARRINGA PARK SCHOOL

## FIRST AID POLICY AND PROCEDURES

### PURPOSE

All children have the right to feel safe and well. It is the school's responsibility to care for the welfare of all students, staff and visitors ensuring that basic first aid is administered as required. The purpose of this policy is to identify first aid requirements and implement appropriate arrangements to ensure that all injured persons are provided with immediate and adequate treatment of injury and illness at Warringa Park School.

- To administer first aid to staff/students/visitors when in need in a competent and timely manner.
- To communicate student'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.

### DEFINITIONS

First Aid: Emergency treatment and life support provided to employees, students, contractors and visitors who suffer injury or illness while at work or school.

### IMPLEMENTATION

#### RESPONSIBILITY OF THE SCHOOL

- To ensure that a First aid risk assessment has been conducted to determine appropriate first aid arrangements have been attended too for their school.
- To allow nominated first aiders to attend approved training.
- To provide appropriate first aid kits, supplies and equipment.
- To ensure access to procedures and resources to all employees (including contractors)
- To provide up-to-date training and information to employees on specific treatment requirements e.g. asthma management and anaphylaxis.
- To develop appropriate first aid action plans for students with specific conditions (e.g. epilepsy).

#### RESPONSIBILITY OF EMPLOYEES

- To attend training and updates on specific conditions and treatment options/requirements (e.g. epilepsy and anaphylaxis).
- To know the locations of Student Health Support Plans and Emergency Alert Information for specific medical conditions and affected students.
- To follow action plan when necessary and use equipment in a safe manner.
- To provide a duty of care to students and administer first aid within the limits of skill, expertise and training.
- Treat minor injuries and refer more serious injuries to the school nurse
- To follow the agreed emergency procedures already in operation.

## RESPONSIBILITY OF AFFECTED PERSONS/PARENTS/CARERS

- To inform the school of current medical contact details concerning themselves or others initially and then on an ongoing basis as they change.
- To assist the School Nurse in consultation with their medical practitioner in developing 'action plans'
- To inform the School of any prescribed medication that they need to take on the appropriate documentation. Where medication is required in spontaneous situations, detailed administration instructions should be provided (e.g. asthma attacks).

## FIRST AID ROOM

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.

## DOCUMENTATION OF THE ADMINISTRATION OF FIRST AID

- When first aid has been administered to an employee the incident is to be reported onto EduSafe
- When first aid has been administered to a student the incident is to be reported into Compass.
- 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 staff member providing first aid.
- 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 entered onto cases 21.
- At the commencement of each year, requests for updated first aid and health information will be sent home.

## MEDICATION

No medication including headache tablets will be administered to children without the express written permission on the appropriate documentation. Please see the Warringa Park School Medication Policy.

## SCHOOL CAMPS AND EXCURSIONS

- A comprehensive first aid kit will accompany all camps, along with a mobile phone and satellite phone.
- All children attending camps or excursions will need to provide a signed medical form with detailed medical/health information and permission for the staff to contact a doctor or ambulances if necessary.
- Copies of all signed medical forms must be taken on camps and excursions, as well as kept at school.

## REVIEW CYCLE

This policy will be reviewed as part of the school's **three-year review cycle** but also occurs on a regular basis prompted by changing circumstances and raised concerns.

This policy was reviewed and shared with the school community on **17<sup>th</sup> June 2019**  
and is *scheduled for review in June 2022*