



First Aid

Rationale:

All students have the right to feel safe and to know that they will be attended to with care when in need of first aid.

Aims:

- To administer first aid to students when in need, in a competent and timely manner.
- To communicate students' health issues to parents when considered necessary.
- To provide the necessary supplies and facilities for administering first aid.
- To maintain staff members' knowledge of first aid procedures.

Responsibilities

Principal

The Principal is responsible for;

- ensuring all staff are trained.

First Aid Co-ordinator

The First Aid co-ordinator is responsible for;

- maintaining the first aid supplies, first aid kits, ice packs and general upkeep of the sick bay.

Administration Staff

The Administration Staff are responsible for;

- purchasing the first aid supplies, first aid kits and ice packs.
- providing a folder to each classroom teacher with a copy of all the medical forms and medical plans.
- telephoning parents to collect any sick students during class learning times.

Teaching Staff

Staff are responsible for;

- ensuring their bum bag is supplied with basic first aid supplies and carrying it on duty at all times.
- ensuring all medical forms are returned at the beginning of each year.
- ensuring the folder is kept on their desk which is easily accessible for replacement teachers.

Implementation:

At St. Richard's, we have made a commitment to the individual needs of each student by providing:

Training

- A sufficient number of staff trained in Level 2 First Aid management.
- All staff are provided with an annual basic first aid management course which will include blood spills, CPR, Asthma and Anaphylaxis management.

Equipment

- A comprehensive supply of first aid materials will be stored in our first aid room/sick bay.
- All duty staff are issued with basic first aid supplies (e.g. band aids, tissues) which are carried on them during their supervision time.
- A comprehensive first aid kit will accompany all camps and excursions.
- Teachers should carry a mobile phone on all excursions and camps.

Record of Medical Information

- At the commencement of the school year a Medical Report Form and Medication Request Form will be sent home so that parents can keep the school informed of their child's medical history and update any changes.
- Copies of signed medical forms must be taken on camps and excursions as well as left at the school office.
- Students with documented asthma management plans will be given access to their Ventolin and Spacer without hesitation.
- All students attending camps and excursions will provide a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should it be required.

General First Aid

- Students requiring further first aid assessment and/or treatment will be sent to the sick bay to be attended to by a staff member on "first aid duty".
- If a child is unwell in class (with little or no symptoms) they should be asked to rest in a quiet area in the classroom. If a student still shows no sign of improvement, then the child will be sent to the office with their bag. If at a specialist class, the classroom teacher should be informed.
- If a child has been assessed as sick (e.g. pale, lethargic, nauseous, or just not themselves etc) during class learning time he/she will be sent to the office with their bag. A follow up phone call to one of the Administration staff communicating the reason/s must be made.
- Parents of ill students will be contacted by a staff member to take their child home.
- Minor injuries will be treated by the duty staff. Protective gloves will be available for dealing with blood spills.
- Students with injuries involving blood spillage will have their wound covered.
- Parents of all students who receive first aid, when considered necessary will receive a completed form indicating the nature of the injury, the treatment given and the name of the staff member providing the first aid.
- A confidential register of all students who have attended the sick bay for illness or injury is kept daily. The students name, reason for attendance and action taken are recorded in this register.

- No medication will be administered to students without written permission from parents/guardians (*see A32 Medication Policy*).
- Students who suffer from a headache or hay fever symptoms at school may be sent to the Sickbay. (*see A32 Medication Policy for procedure*).
- Students will only require an ice pack if it is essential. Ice packs are used mainly for heavy knocks to reduce swelling.

Head Injuries

- Injuries to a student's head must be reported to parents.
- Minor head injuries that happen during the course of a school day or school event should be monitored closely. The child's classroom teacher where possible should be informed.

Serious Injuries

- If a serious injury occurs outside or inside the teacher supervising will call for 'help' support and follow DRSABCD. For any serious injury inside the school intercom system will be used. For any serious injury outside the supervising teacher will send a responsible student to the office with a red card "First Aid Help needed". The First Aid Officer/Staff Member will attend to the student accompanied with another staff member, mobile phone and first aid bag.
- For more serious injuries or illnesses, the parent will be notified via telephone so that professional treatment can be organised.
- All staff have the authority to call an ambulance in an emergency.
- Where a staff member considers the injury is to be greater than "minor" a report will be made on CCI – School Accident Report form which is filed in the School Office.

Evaluation

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

This policy was last ratified by the school Leadership Team 27.05.20
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