



FIRST AID POLICY & PROCEDURES

- Carolyn McCarthy will be responsible for the overall organisation of all first aid, sick bay supervision and maintenance of the first aid cupboard.
- All first aid supplies except for general day to day items will be locked in the first aid cupboard.
- In Carolyn's absence Shelby Papadopoulos will take over first aid co-ordination.
- Carolyn McCarthy and Shelby Papadopoulos will be rostered to provide first aid.
- At least one member of staff must hold a current First Aid Certificate.

First Aid Kits

- Will be supplied for camps, excursions and daily sporting activities. These will be prepared prior to the activity by Carolyn McCarthy. Please allow time for preparation.

Oral Medication

- All medication will be handed to Carolyn McCarthy on the child's arrival at school.
- If medication is to be ongoing/or there is a change in medication written instructions from the child's doctor must accompany medication.
- Parents/guardians should supply medication in a container – clearly marked with, name, the dosage and time to be given.
- For children needing ongoing medication a dosette will be supplied.
- All medication will be locked in the office storeroom cupboard.
- Medication will be administered by Carolyn McCarthy. In Carolyn's absence medication will be administered by office staff.
- Any variations in administering of medication must be approved by Carolyn McCarthy.

Analgesics

- Should only be given with the permission of parents/guardians and issued by Carolyn McCarthy.
- A record will be maintained to monitor student intake.
- If possible students will be offered alternative management of pain e.g. water, fresh air, rest or hot drink.

Asthma Management

- Parents/guardians are responsible for ensuring that their child has adequate supply of the appropriate medication at school.
- An action plan will be provided by the student's doctor, accessible to all staff.
- Our school will have on hand Ventolin and a Spacer device.
- Clear written instructions on how to use these medications and devices, plus steps to be taken in treating acute asthma attack will also be accessible to staff.

Head Injuries

- All head injuries need to be reported to parents personally. The parent can then make the necessary decision.

Examination of Children for Injuries

- If it is necessary to remove clothing to examine an injury there must be two adults present.
- All attempts should be made to contact the parents/guardians before calling for medical attention except in extreme emergency.

Injuries Requiring Hospitalisation

- These must be reported to the Principal who then must report to the Emergency & Security Management Branch at DEECD on 03 9589 6266.
- The school is required to provide a written record to the VWA within forty-eight hours of becoming aware of the incident. The form produced by the VWA for this purpose is titled Incident Notification Form.

Staff and Visitors Injuries

- All injuries to staff and visitors must be reported to the office and recorded.

Minor Injuries

- To be reported on compass for our records and a copy to be sent home to the parent/care giver.

- If child is sent home through injury, report must be written up on injury management system on CASES.

Supervision of Child in Sick Bay

- E.g. a child who is dizzy after a fall should not be left unsupervised, a child with a slight headache can be.
- Children are not to spend long periods of time in sick bay. If ill, parents are to be contacted immediately.
- Any child who attends sick bay must be registered on compass.

Ratified February 2020

Reviewed January 2022
