



FIRST AID POLICY



First Aid Policy at St Francis School

PURPOSE:

To establish a systematic approach for the provision of First Aid at St Francis School, Lockleys.

The school has a purpose built first aid room, which has a toilet and hand basin along with a sink and well-stocked first aid cupboard. A telephone has been installed on the wall.

PROCEDURES:

The following procedures are followed in the event of a child requiring first aid –

- They are sent to the office accompanied by another child when appropriate. In the event of more serious situation a teacher brings them in. (during class time)
- An ESO who has a First Aid Certificate then takes the child to the sick room and assesses the situation.
- The School Receptionist will be the first port of call for First Aid issues, but all Senior First Aiders should be ready and willing to support in the First Aid room when required. This includes time where there are serious injuries or multiple students who require attention.
- They are treated accordingly and their details including the teacher who referred them to the sick room, their time of arrival and departure, illness or injury for which they are being treated for and the first aid that was administered are recorded on their individualized First Aid card located in the First Aid room. This information is then initialed by the person administering the First Aid.
- For all non emergency attendance to the First Aid room, a text message stating "Your child visited sick bay today for a minor injury/ailment. Pls discuss this with your child & seek further medical treatment if required. St Francis School" will be sent between 3.00 & 3.15pm.
- Parents/Guardians are contacted if a Senior First Aid Officer assesses that the child requires further medical attention. Parents will automatically be called if students receive a head knock or are administered asthma medication.
- The child's teacher is informed if the student is going home or if they are having a prolonged stay in the first aid room.
- If a child is sent home the parent/guardian signs them out at the office.

First Aid during lunch times

- If a child requires first aid during lunch times the teachers on yard duty carry two bags, one containing basic first aid equipment and the other a spacer along with a Ventolin puffer.
- Where the injury is assessed as a minor one (i.e. minor scrap or cut) the Yard duty teachers, who have all been trained in providing Basic Emergency Life

Support (BELS) are encouraged to provide the first aid to the child (i.e. a Band-Aid or rest).

- The teacher will stamp the child's hand if the teacher believes that they need further medical attention and they are sent to the school office.
- If there is an emergency situation during play times, the teacher on duty will send a student to the front office to seek immediate assistance. A Senior First Aid member will then attend to the incident and offer further instructions.
- An direct emergency number to the Front Office is available (ph: 0407 898 560)

First Aid for Excursions / Incursions

- Teacher/s ensures that any prescribed medication for children is taken, along with a comprehensive first aid kit, asthma bag and a mobile phone.
- All medication removed from the sick room is to be signed in and out by staff removing them.
- When teachers take their classes to the Parish Hall for an incursion, they must ensure they take with them a mobile phone to be used in case of emergency.

Emergency Situations

- In the event of a situation being deemed an emergency, staff members follow specific procedures.
- In an emergency 000 is called to summon an ambulance.
- A staff member goes to the nearest access gate of the school so the ambulance can quickly identify the location of the driveway. This person takes a mobile phone with them and on the way out of the school opens the front door and front gate for ease of access. This staff member will wear a High-Vis vest for ease of identification.
- A staff member remains with the child/person at all times.
- Another staff member contacts the parents/guardians and also assists in dealing with Reception duties.
- As the ambulance needs to park at the front of the administration building a staff member monitors the area so that children are not put at risk with a vehicle driving in this area. This is particularly relevant if the emergency occurs during a time when children are at recess or lunch. If deemed necessary the school bell is rung for the children to return to class.
- If the patient is in an area other than the first aid room a mobile phone and extensive medical kit is taken to the site along with a blanket.
- A photocopy of the child's medical emergency form is given to the ambulance officers.
- A First Aid Officer will accompany the child/person in the ambulance when a family member is not present to do so.
- If the child has other siblings at the school they are kept informed and reassured.
- A debrief is held once the emergency has been dealt with and if required counselling is available to staff concerned.
- Any major accidents/incidents are recorded on the Student incident report form and by the relevant First aid administer and signed off by the School Principal. This form is then kept in the student's permanent folder.

Students with significant medical conditions

- Students with significant medical conditions have their details along with a photograph displayed in the Print room, specialist folders and also in the Relief Teachers folders for each class.

- Teachers, including Specialist teachers are given a class list that contains information regarding any health issues or medical requirements at the beginning of the year.
- All staff have had basic first aid training.
- **St Francis School has discouraged nuts and associated nut products due to students having life threatening allergies**

First Aid Room Maintenance

- Protective disposable bedding is used on the bed in the First Aid room.
- Bedding is changed regularly and a protective cover is placed over the pillow.
- Antiseptic hand wash is available.
- Alcohol wipes are available for wiping down surfaces.
- Quarterly checks are made to ensure that the first aid stocks are replenished, available and not out of date.

Storage of medication

- Student's medication is kept in sealed containers, which are labelled and contain a permission form and details on the child's medical condition. These are then kept in the First Aid Cupboard in the First Aid room.
(See Appendix 1 for further details)
- The Senior First Aid Officer (in the first instance the school Receptionist) in charge of the First Aid room maintains a register of students prescribed medication.
- Parents/guardians are contacted when the child's medication is near the expiration date.

Review Date 2022
Principal

Chair of

Appendix 1

INFORMATION ABOUT MEDICINE AT SCHOOL as at 31/07/19

Midazolam – Is a restricted Schedule 4 Medicine that needs to be in a locked cupboard, so will be kept in the First Aid room medicine cupboard which will be kept locked as per;

SA Health

Government of SA

Policy Directive

Compliance is mandatory

Storage and recording of Restricted Schedule 4 (Prescription only) Medicines Policy Directive

4. Detail

4.2 Storage

AND

Department for Education

Government of SA

Health Support Planning

Medication management in education and care

4. Detail

4.8.2 Controlled and restricted medicines

School Epipen – is to be in an accessible cupboard, NOT LOCKED, so will be kept in the First Aid room little cupboard that has a latch, in a pencil case that is labelled School Epipen with a green First Aid Cross as per;

Excursion Epipen – is to be in an accessible cupboard, NOT LOCKED, so will be kept in the First Aid room little cupboard that has a latch, in a pencil case that is labelled School Epipen with a green First Aid Cross as per; (amended Feb 2021)

Department for Education

Government of SA

Health Support Planning

Medication management in education and care

4. Detail

4.8.1 Storing medication (emergency)