Doncaster Gardens Primary School
First Aid Policy

Philosophical Basis:
All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid. First aid will be administered to children, when in need, in a competent and timely manner.

Guidelines:
- First aid information, including up-to-date contact numbers, asthma, anaphylaxis and diabetes management plans, high priority medical forms and medication regimes will be requested at the beginning of each year.
- Requests for updated information will be made via the newsletter each term.
- Children’s health concerns will be communicated to parents when considered necessary.
- Supplies and facilities to cater for the administering of first aid will be provided.
- A sufficient number of staff members will maintain Level 2 First Aid accreditation with up-to-date CPR qualifications. This number will be determined by the Principal in consultation with the First Aid Coordinator.
- First aid organisation, procedures and staff responsibilities will be communicated at the beginning of each year, in accordance with Department of Education and Early Childhood Development guidelines.
- The first aid coordinator will be responsible for the purchase and maintenance of first aid supplies and first aid kits and the operation of the first aid room.
- The first aid coordinator will be responsible for the provision of first aid to students, staff and visitors during his/her hours of duty.
- No medication, including headache tablets, will be administered to children without the express written permission of parents/guardians.
- Accurate records will be kept of all students attending the first aid room.
- In case of an emergency, an ambulance will be called immediately at the discretion of the attending staff member.

Implementation:
- A first aid room will be available for use at all times.
- A locked first aid cabinet will be available in each building for children’s medications.
- A comprehensive supply of basic first aid materials will be stored in the first aid room.
- First aid kits will be available in each classroom.
- A customised first aid kit will accompany all excursions and camps.
- Any serious injury to a child requiring first aid will be attended by the First Aid Coordinator, or in her absence by Level 2 First Aid trained staff, and documented using the Injury Report, and entered into CASES 21.
- Parents are to be notified of any injury to head, face, neck or back.
- A record of all students who are treated in the first aid room will be kept.
- At the discretion of the first aid provider, children will be given a notice informing parents of the first aid treatment they received during the day.
- Minor injuries only will be treated by the staff members on yard duty, except in emergency situations including anaphylactic episodes and severe asthma attacks.
- Children deemed not well enough to be at school will be cared for in the first aid room, and their parents contacted.
- Medication permission/information/record forms must be dated and signed whenever medication is administered, and the medication records retained, (see Medication Policy).

Evaluation:
- Annual Report statistics will be used to gauge effectiveness of first aid provision.
- The Occupational Health and Safety Committee will review the first aid records regularly.
- This policy will be reviewed every three years as part of the policy review cycle.

June 2014