

First Aid Policy

Policy

Certified staff observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Procedure – Issuing First Aid

1. If a student has a minor injury (bruise or a wound smaller than 1cm in length), the certified first aid teacher or staff member will issue first aid to the student in the first aid room.
2. The incident will be recorded in the first aid register.
3. The school office will monitor the student in the first aid room.

Procedure – First Aid Supplies

1. The school office will ensure that it has a first aid kit onsite and that the consumables have not expired (Panadol). This review will take place every term. The school office will order more supplies if necessary.
2. The school office will also maintain a travelling first aid kit to be used during school excursions.

Procedure – First Aid Room

1. The designated first aid room is adjacent to the school office.
2. The school office will ensure that the first aid room has gloves, anti-bacterial soap and plastic bags.
3. The school office will maintain a first aid register which outlines the date, incident and response.
4. The school first aid room will also include a sharps disposal safe container for the safe removal of syringes.

Procedure – First Aid Certification

1. One teacher and one admin staff member will be designated as the first aid providers. The first aid providers must have a current first aid qualification. The school office staff will ensure that a register is maintained on an annual basis listing staff who are certified and their certification number.

Procedure – Managing blood spills

1. In the event of a blood spill, the certified first aid responder will put on gloves and clean the area with anti-bacterial cleaning solution. The gloves are to be disposed after cleaning.

Procedure – Managing syringe disposal

1. Diabetic students requiring injections are to manage their injections as per their student health plan.
2. Other students who require intravenous injections are to do so under supervision in the first aid room.
3. The syringe is to be disposed in the sharps disposal safe container.

Procedure – Managing Infectious Diseases

1. The first aid officer will determine if a student on campus requires the advice of a medical professional.
2. The parent of the student is required to take their student for medical advice and treatment.
3. In the event that a student is diagnosed with an infectious disease, the student is not to return to campus until they are no longer infectious.

Procedure – Managing Head Lice

1. Students who have head lice will be sent home with instructions for removal.
2. Parents are required to treat their child for head lice before they return to school.

Version

2.0

Review

2016 or as required