

FIRST AID POLICY

Aims

- Gain awareness of individual's medical needs and how to best treat them.
- Improve communication between school and home regarding medical issues and the ways to best address the needs of individuals.
- Maintain consistency when implementing first aid to students.
- Ensure staff are aware of procedures and follow them accordingly.
- Provide appropriate training to staff in the use of specialized equipment as needed. (E.g. Epipen).
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

Rationale

Melton Specialist School is committed to the health and wellbeing of all our students. We endeavor to ensure that all students are healthy and safe whilst at school and that incidents and health issues are addressed appropriately.

Implementation

- A sufficient number of staff to be trained with a level 2 first aid certificate.
- A first aid room will be available for use at all times.
- Basic first aid kits will also be available in every classroom.
- Minor injuries only will be treated by staff members on duty.
- Staff to check student's medical form for allergies and other treatment advise.
- Staff member to record incident in First Aid book. Original copy sent home, duplicate goes to First Aid Office and final copy remain in First Aid book.
- Parents/guardians will be contacted for serious injuries including being notified of a Head injury so that professional treatment can be organized if required.
- Medication. It is expected that parents will inform the school if a student is required to take medication on a regular or incidental basis. This information is required on the Medication Administration Form and all medication must be in original packaging with students name, type of medication, dose, time etc. as supplied by the pharmacy.
- Parents have a responsibility to advise the school of any known allergies.
- All school camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps.
- All students attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact doctor or ambulance should instances arise where their child requires treatment.
- Parents whose student suffers from Asthma must supply a Ventolin puffer and spacer to the school.
- First Aid Officer is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, allergy, anaphylaxis and medication plans/forms.
- Revisions of recommended procedures for administering asthma medication, update CPR and Epipen training will be provided at the beginning of each school year.


Evaluation

This policy to reviewed in 2017.


Certification

This policy was endorsed by school council at the meeting held on 23rd August 2016

Principal


EWAN SAVAGE.

School Council President


Eleanora Ciillard 23/8/16

