



Exford Primary School

FIRST AID POLICY (2016)

PREPARED BY:	Lisa Campo
APPROVED BY COUNCIL:	18 May 2016
REVIEWED:	May 2017

AIM:

To provide initial aid to sick or injured persons.

GUIDELINES:

1. The student requiring assistance reports to teacher on Yard Duty or staff member in charge.
2. All staff are expected to provide assistance within their limitations. Classrooms will have basic First Aid supplies readily available and accessible in each building.
3. Staff will be encouraged to attend First Aid courses on an annual basis.
4. One member of staff will be nominated to co-ordinate the purchase of first aid materials. It is desirable that the school has at least four staff who have current Level 2 First Aid qualifications.
5. Updating of student emergency information will be undertaken at least annually on CASES 21 with summaries pertaining to 'Students at Risk' being made available to all staff.
6. Information regarding Asthma sufferers and instructions regarding their medication / treatment will be available to all staff in the First Aid Room and on the CASES21 database.
7. Students with acute medical conditions (e.g. Diabetes/Anaphylaxis etc.) will have their photo and an information sheet on their condition displayed in both the Staffroom and First Aid Room.
8. The door to the First Aid Room will remain open to allow for adequate supervision and the First Aid light will be switched on when the room is occupied by a sick or injured person.
9. Staff are advised to exercise extreme caution when administering First Aid - potentially compromising situations should be avoided.
10. Where there is a possibility of contact with blood, gloves must be worn by all who administer First Aid.
11. An Injury Report Form (LE375) must be completed by a teacher on duty for all major injuries sustained at school. All recorded injury report data will be entered on CASES as per DET regulations.
12. Parents should be briefed regarding their children's illnesses and any injury for which a LE375 form has been completed, as a minimum. NB. Head, spinal and genital injuries.
13. Appropriate liner bags will be available in the Sick Bay for disposal of materials containing blood / body fluids. The Sick Bay will also house an appropriate container for disposal of discarded needles / syringes. The school administration will arrange for the pick up these discarded materials by the relevant authorities.