

St Francis de Sales, Oak Park

FIRST AID POLICY

AIM

To ensure that the health and physical well being of all children is maintained.

First Aid is defined as emergency treatment and life support provided to students, employees and visitors who suffer injury or illness while at school.

“Teacher’s conditions of employment do not include giving First Aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies to secure the welfare of all the students in the school.”

QUALIFICATIONS

A minimum of one First Aider trained to Level Two should be on the school premises at all times.

The aim will be for all staff to attain First Aid Level 1 Certification.

All staff will be aware of the First Aid procedures and location of resources.

PROCEDURES

- Minor First Aid needs (eg cuts and abrasions) are to be treated by teachers on Yard Duty or in Classrooms using “Duty Kits”.
- All other First Aid is administered from the Sick Bay near School Office.
- Level Two First Aider to be called upon to assess and treat children evaluated to be in need.
- Parent/Guardian must be notified in regard to any head injury – administrative staff will do this by phone contact.
- First Aid supplies are stored in cupboard in Sick Bay and replenished as necessary by Administration Staff.
- First Aid Kit is housed in Sick Bay and should be taken to Sporting Events together with school mobile phone.
- First Aid Kit should be taken to excursions together with school mobile phone.
- Duty Kits are housed in Staff Room and class rooms
- It is the relevant staff member’s responsibility to check mobile phone on evening prior to excursion or Sports Outing.

Sick Bay pin board will display guidelines for

Emergency Evacuation Plan

Shock

Bleeding

Fractures

Asthma

Bites and stings

Alert listing and management strategies for children with asthma, allergies or serious health problems

Diabetes

School exclusion information

First Aid qualifications of staff members.

Incidents which require removal of child.

If a child is in need of further treatment beyond First Aid or is obviously sick the child's parent should be contacted as a matter of course, either by the Administration Staff or by the Teacher in negotiation with Admin. Staff. It is expected that the parent will make arrangements for the child to be collected from the school as soon as practicable.

Ambulance

If the First Aider deems it necessary to have an ambulance in attendance because of the nature of the incident, then an ambulance will be called. Parents will be informed as soon as possible, the health and well being of the child is of paramount importance at all times.

REPORTING INCIDENTS AND RECORD KEEPING

All children receiving First Aid treatment will be given a "First Aid slip" which will indicate the day, time and nature of the incident and the action taken.

Incidents will be recorded on a child's individual record card kept for this purpose in the Sick Bay.

Any "major incidents" will also be recorded in the Accident Record Book kept in the office. This should be brought to the attention of the Principal/Deputy Principal who will co-sign it.

Special Medical Conditions

Parents of children who have special needs in regard to medical conditions, need to inform the school of those needs and ensure that the school is kept abreast of any changes as soon as they occur. This information will be placed on the school's database so that staff can be informed.

All children who suffer from Asthma are required to have an "Asthma Management Plan".

MEDICATION POLICY

AIMS

To ensure the safety and well being of all children in our care.

To ensure the safe and controlled administration of medication to students.

To encourage a responsible attitude towards drugs of all kinds.

To minimise risks to all students and to staff.

IMPLEMENTATION

A child who is not healthy cannot concentrate on schoolwork. Parents are encouraged to keep children at home until completely well.

Parents will be encouraged wherever possible to take responsibility for the administration of medication. St Francis de Sales will take responsibility ONLY where no alternative arrangements can be made. Examples of alternative arrangements are.

- Parents could ask the doctor to prescribe medication that can be given three times daily. Medication can then be administered in the morning, after school and at night.
- A parent may attend the school to administer medication during school hours.
- NO analgesics, cough mixtures etc will be administered by the school staff.

If all alternative avenues are exhausted, or life saving medication is required in emergency situations

- A written permission form must be on file at the school office.
- A new written permission form must be provided at the beginning of each new school year.
- An adult should bring medication to school. In the situation where a child attends Before School Care medication may be handed to the Coordinator who will pass it on to school staff.
- All medications should be brought in prescription bottle with the proper label.
- The medication should be handed in to the office where it will be kept in a secure place.

ACTION PLAN

- Staff member administering medication is to ensure that the School Policy has been followed in regard to the medication.
- Sight the written authority of the parent/guardian.
- Another adult should check dosage.
- Record is made on the register of name of student, time, dose, name of administering staff member and checking staff member.
- All medication is to be returned to the medications cabinet.

No child should be in possession of medication or self medicate during the school day except students with asthma or diabetes.

SUNSMART POLICY.

Our SunSmart Policy has been developed to ensure that all students and staff attending this school are protected from skin damage caused by the harmful ultraviolet rays of the sun. It is to be implemented throughout the year but with particular emphasis in Terms 1 & 4.

As part of general SunSmart strategies, our school will:

BEHAVIOUR:

- * Require children to wear school legionnaire or wide-brimmed hats whenever they are outside (e.g. to and from school, recess, lunch, sport and excursions)
- * Encourage families to provide each child with sunscreen for school use.
- * Encourage personal responsibility for the daily application of sunscreen before school and prior to the lunch break.
- * Encourage children to use available areas of shade for outdoor activities.
- * Request staff and parents to act as role models by practising SunSmart behaviours.

CURRICULUM:

- * Incorporate programs on skin cancer prevention into the curriculum at all grade levels
- * Regularly reinforce SunSmart behaviour in a positive way through newsletters, parent meetings, student and teacher activities.
- * Ensure the SunSmart policy is reflected in the planning of outdoor events (e.g. camps, excursions, sporting events, special days)

ENVIRONMENT:

- * Provide sun protective clothing items as part of school uniform.
- * Organize outdoor activities to be held in areas with plenty of shade whenever possible.
- * Conduct outdoor assemblies under purpose-built veranda.
- * Continue maintenance of shade trees in school playground.

EVALUATION:

Learning and Teaching Leader, Student Representative Council and School Advisory Board will review the effectiveness of this policy each year.

They will:

1. Review the SunSmart behaviour of students, staff, parents, and visitors and make recommendations for improvement.

2. Assess shade provision and usage and make recommendations for increases in shade provision.
3. Update and promote curriculum material relevant to SunSmart activities.