



Girraween Primary School

Rising to the challenge



Girraween Primary School First Aid Policy

Background:

Students attending school will have accidents, which sometimes require first aid treatment.

Rationale:

To ensure all care and responsibility is taken when managing first aid issues, it is important to have a process for minor and more serious injuries.

Aims:

To provide effective care to the students, to inform parents and seek further medical assistance for serious injuries or incidents.

Implementation:

Girraween Primary School ensures:

- First Aid officers hold current certificates:
 - general first aid certificates, which are renewed every three years
 - anaphylactic training, which is renewed every three years
 - asthma training, which is renewed every three years.
- There is a qualified first aid officer on duty in the preschool and in the front office at all times.

Procedure:

Minor injuries, such as bumps, bruises, minor cuts or complaining of feeling unwell.

- If the child is in class and gets hurt or complains of being unwell, the teacher will complete a green first aid form and send the child to the office independently, with a buddy or with an adult.
- If the injury occurs during a break, the child makes his/her way to the office if they're able. If assistance is required, a runner will be sent to the front office for a first aid officer to go to the child.
- First aid staff will assess the problem and take appropriate action, which is recorded in the medical records booklet.
- If there is a bump to the head, parents will be informed.
- If a child is vomiting or has diarrhoea, they will be sent home.
- First aid staff will monitor the child's condition and either send them back to class or home. This will be recorded in the medical records booklet.

More serious injuries or illnesses, such as broken limbs, serious cuts, severe asthma attacks or anaphylactic reactions.

- If the child cannot be moved, a portable shade will be erected over the child while the first aid officer makes their assessment and undertakes appropriate first aid.
- If the child can be moved, they will be made comfortable in the sick bay or the preschool office for first aid treatment.
- Staff will inform the principal or delegate that there is a serious medical incident.
- If urgent assistance is required, a Red First Aid Card can be sent to the office by the teacher on duty. The office medical officer will come and assess and/or take child to sick bay.
- Parents or emergency contacts will be notified. Depending on the nature of the incident and how far away the parents are, the following actions could occur:
 1. Ambulance called and staff member travels with the child to the hospital and stays with them until the parent arrives.
 2. Medical centre contacted and alerted that a parent will be arriving with a child who requires immediate attention.
- An online incident report will be completed for all students and staff.
- ACEECQA Form Notification of Serious Incident S101 will be completed for preschool students.

Appendixes

Copy of record book for minor illnesses

Link to on line injury reporting form.

<http://ed.ntschoools.net/audit/team/incidents/SitePages/onlineform.aspx>

Link to ACCECQA S101

http://files.acecqa.gov.au/files/2014%20Application%20Foms/Service%20approval/SI01_NotificationOfSeriousIncident_v11.pdf

Related policies

Medication Policy

Anaphylaxis Policy

Evaluation:

Reviewed by School Council: 2017

Next review: 2020