



**Glenroy Central
Primary School**

FIRST AID POLICY

**Approved by School Council:
September 2017**

Review date: September 2020

Rationale

Glenroy Central Primary School will ensure that our school is provided with all relevant, updated accurate medical information on all students and staff so that the appropriate personnel can undertake duty of care and make informed decisions. We will fulfil all legal and DET guidelines and to update staff first aid training as required.

At Glenroy Central Primary School we will:

- Administer first aid to students when in need in a competent and timely manner
- Communicate student's health problems to parents/caregivers when considered necessary
- Provide supplies and facilities to cater for the administering of First Aid
- Maintain a sufficient number of staff members trained with a Level 2 First Aid certificate.

Implementation

- All Education Support Staff (ESS) will be trained to a Level 2 First Aid certificate and with up to date CPR and Anaphylaxis qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- Any student in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during lunch or recess breaks, will be referred to the person on duty in the first aid room.
- All staff will be provided with basic first aid management skills, including blood spills and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a Level 2 First Aid trained staff member to provide first aid.
- Parents/Caregivers of students who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid.
- For more serious injuries/illnesses, the parents/ caregivers must be contacted by a First Aid trained staff member so that treatment may be organised.
- Parents / Caregivers of an ill student will be contacted to take the student home.
- Parents / Caregivers who collect students from school for any reason (other than emergency) must sign the student out of the school in a register maintained in the school office.
- All school camps will have at least one Level 2 First Aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.