DANDENONG HIGH SCHOOL
FIRST AID POLICY

Policy Statement

All students have the right to feel safe and well and know they will be attended to with due care when in need of first aid.

Aims

- To administer first aid to students when in need in a competent and timely manner so that they feel their needs have been catered for
- To communicate student’s health problems to parents when considered necessary
- To inform House Leaders, Student Coordinators and Welfare Coordinator about student problems
- To provide supplies and facilities to cater for the administering of first aid
- To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate

Implementation

- A sufficient number of staff [including at least 1 administration staff member] to be trained to a Level 2 First Aid Certificate and with up-to-date CPR 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 locked cupboard in the first aid room and in the General Office.
- First aid kits will also be available in each House and each wing of the school, as well as the staff room and administration offices.
- A supply of medication for teachers will be available in a supervised drawer in the General Office.
- Supervision of the first aid room will form part of the daily duties of an ESO.
- All injuries or illnesses that occur during the school day will be referred to the first aid attendant who will manage the incident.
- An up-to-date log book located in the General Office will be kept detailing all reported and treated injuries or illnesses experienced by students that require first aid.
- A Level 2 first aid attendant, including those requiring parents to be notified or suspected needing treatment by a doctor, will treat all injuries.
- Any student with injuries involving blood must have the wound covered at all times.
- No medication will be administered to student without the express written permission of parents or guardians.
- Parents of students who receive first aid, for other than minor injuries, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher/sick bay attendant providing the first aid. For more serious injuries/illnesses, the administration staff must contact the parents/guardians so that professional treatment may be organised. Any injuries to a student’s head, face, neck or back must be reported to parents/guardians.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than “minor” will be reported on an injury form, and entered onto CASES. A copy of the form will be retained in the student’s file.
Parents of ill students will be contacted to take the student home.

Parents who collect students from school for any first aid reason [other than emergency], the student must be signed out by the General Office.

A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.

All students, especially those with a documented asthma management plan, will have access to Ventolin at all times.

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.

Upon enrolment, requests for first aid information will be given to students sent home including requests for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action. It would be appropriate to contact a member of the Principal Class team.

All school camps and excursions will have at least one Level 2 first aid trained staff member at all times.

General organisational matters relating to first aid will be communicated to staff when required.

List of qualified first aid trained staff to be posted on noticeboards in each House, Staff Common Rooms and General Office.

All staff to undertake general information sessions on Anaphylaxis with an appropriate member of staff to complete certified training.

At no time should a student be sent to the sick bay unaccompanied. For more serious incidents first aid may need to be brought to the victim.

A list of students with medical conditions requiring special care or management [asthma, anaphylaxis, dietary, epilepsy etc] which may impact on the teaching or management of the child under the “duty of care” guidelines will be made known to all staff and kept in each House. Staff are reminded that this information is private and confidential.

**Resources required**

- First aid kits
- Medical requisites
- Management plans and medical requisites for individual students requiring specialised treatment
- Training for staff

**School Council Endorsement date:** 21ST AUGUST 2012