



# Elwood Primary School No 3942

Scott Street Elwood 3184  
Telephone 9531 2762 Fax 9531 5497

## PROGRAM: First Aid

### PURPOSE

To ensure that students will be attended to with due care when in need of first aid.

### GUIDELINES

1. First aid administered to students at school is of a minor nature only.
2. First aid to students in need must be administered in a competent and timely manner.
3. Students' health issues are communicated to parents when considered necessary.
4. Basic supplies and facilities to cater for the administering of first aid are provided, including first aid kits for sport, excursions, camps and the SAKG.
5. The school employs a registered nurse and maintains a sufficient number of staff members (including at least 1 administration staff member) trained with Provide First Aide, formerly known as a Level 2 first aid certificate and with up-to-date CPR qualifications. A Provide First Aid, Level 2 trained staff member must attend all school camps.
6. Parents and guardians are responsible for decisions regarding student accident insurance and ambulance cover.

### IMPLEMENTATION

- A registered nurse is employed to be on duty from 11am (the beginning of recess) to 3pm each school day.
- When the nurse is not on duty, the sick bay is monitored via web cam from the school office and students are attended to by administration staff or other teachers.
- All staff, including SAKG staff, are provided with basic information for managing blood spills (in the staff Safety Practices manual), and a supply of protective disposable gloves is made available for use by staff.
- No medication, other than Ventolin and a generic epiPen, is provided by the school. Ventolin is only administered to students whose medical condition is documented by parents/doctor and recorded on the student file. The epiPen is only used if the student's epiPen is unavailable, and is used in consultation with ambulance services.
- Any other medication must be provided by parents. Procedures for managing medication brought from home are documented in the staff Safety Practices manual.
- First aid administered at school is of a minor nature only, with the sick bay being used for minor matters and rest only.
- Parents are called when students are unwell or injured and need to be taken home. Parents/guardians who collect children from school as a result of illness or accident (other than emergency) must sign the student out of the school in a register maintained in the school office.
- Parents are also always contacted if a student has a face or head injury.
- A register of accidents is maintained and a copy of the Accident Report (white slip) is sent home with the student.

- More serious injuries will be reported on a DEECD Incident Notification form, and will be entered onto CASES 21 and sent to DEECD in circumstances where a student:
  - (a) is collected from school by parents/guardians (or another designated adult) as a result of a serious injury;
  - (b) is administered treatment by an ambulance officer or doctor/hospital as a result of an injury; (c) has an injury to the head, face, neck or back; or
  - (d) where a teacher or the school nurse considers the injury to be greater than “minor”.
- At the commencement of each year, requests for updated first aid information are sent home including requests for any asthma or anaphylaxis management plans, high priority medical forms, and reminders to parents of the procedures used by the school to manage first aid, illnesses and medications throughout the year.
- In accordance with DEECD policy, the school does not provide personal accident insurance or ambulance cover for students. Where a student is injured at school or during a school organised activity, parents and guardians are responsible for paying the cost of medical treatment, including ambulance costs. The Department will provide compensation for medical and other expenses only if liable to do so. Such liability is not automatic and will depend on whether the injury is caused by negligence. The question of liability will be determined by the Department’s legal advisers or the courts.
- Parents/guardians may wish to obtain student accident insurance cover which is available from a number of commercial insurers.
- During the year, the school will remind parents that the school/Department does not provide personal accident insurance for students, and that such insurance is commercially available for those parents wishing to obtain such cover.

**RESOURCES**

DEECD Policy and Guidelines OHS Manual

Insurance for Students. – available from:

JUA Student Health Cover Australia via web site [www.studenthealth.com.au](http://www.studenthealth.com.au)

EBM Insurance Brokers via web site [www.ebminsurace.com.au/student-cover/for-individuals.php](http://www.ebminsurace.com.au/student-cover/for-individuals.php)

Nurse On Call – 1300 606 024

Please Note: EPS does not endorse or recommend any particular policy and parents should make their own enquiries about such policies and the appropriateness of any specific policy for their particular needs.

**REVIEW** in 2015 or as required

**Policy History**

Version Approval Date:	Summary of changes:	Next Review:
November 2011	Review	3 year cycle or as needed
November 2014	Extensive review	1 year cycle or as needed

