



FIRST AID AND CARE OF ILL/ INJURED STUDENTS

Purpose

- To provide appropriate first aid care and facilities to students and staff who become sick or injured during school activities.

Broad Guidelines

- The administering of First Aid and its organisation shall be carefully arranged and monitored. The ability of the school to provide First Aid to those in need is essential. The school will maintain sufficient First Aid equipment and facilities to provide basic emergency treatment wherever necessary.
- To maintain quality facilities for injured and sick persons while receiving emergency treatments, or awaiting transport.
- To provide qualified personnel during school activities.

Implementation

- Administration will ensure that there is a qualified First Aid person on staff. Staff will be encouraged to get First Aid qualifications or upgrade/update their qualifications.
- Staff will be provided with information regarding First Aid requirements and procedures to be used at the beginning of the year.
- A staff member will be available for First Aid during all recess times (qualified if possible).
- First Aid material will be provided for use in the sick bay area, on excursions and camps.
- Staff will be familiar with the disaster plan and the emergency action plan.
- Accident reports will be completed after accidents.
- Sick or injured children to be transported and accommodated in the supervised sick bay area until treated.
- Apart from very minor treatments such as Band-Aid replacement, general reassurance for anxiety etc., parents will be contacted by phone or first aid slip advising of any first aid treatment at school.
- Parents to sign students out if child goes home early.

Evaluation

Monitor program throughout the year and seek feedback from parents, teachers and children.

Review Cycle

This policy was last updated on 29th August 2018 and is scheduled for review in 08/2021.