

# Rowville Primary School

## First Aid Policy



### **PURPOSE**

- To provide necessary First Aid to students, staff and visitors when required
- To provide first aid supplies and resources in order to administer First Aid
- To ensure that staff who administer First Aid have appropriate training.

### **IMPLEMENTATION**

1. One member of staff will be in charge of the organisation of all first aid and maintenance and care of the first aid room and supplies.
2. An ongoing part of the professional development program will include training for First Aid.
3. A log will be kept for student injuries/illnesses. The staff member attending to an injury is to record details in the log, Reportable injuries will be forwarded to the Department of Education. Emergency Management and Workcover will be informed if an ambulance attends an injury.
4. In the case of any minor illness or injury the parents will be informed by a note sent home with the child explaining the child's condition and the actions taken by the school. Parents will be contacted if their child is unwell or unable to return to class. If parents are unavailable, the emergency person will be contacted.
5. In the case of any serious injury, the parents will be contacted and informed as quickly as possible of their child's condition and of the actions taken by the school.
6. Parents will provide written consent to authorise staff to administer medication. The medication, with written instructions and labels, must be handed to the office staff for safe keeping, who will arrange its administration.
7. Parents will provide a Medical Management Plan for students who require medication on an ongoing basis.
8. Students with severe allergic reactions, asthma and/or other medical alerts throughout the school will be identified and particulars of treatment will be kept in the student's record, in the Medical Alerts folder in the First Aid room and staff will be informed.
9. Students with infectious diseases will be required to be excluded from school for a period of time according to Human Services/Department of Education regulations.

### **EVALUATION**

1. The policy will be reviewed every two years to assess its effectiveness.
2. Changes to the policy will be made if there are Legislative changes.

This Policy was ratified by School Council on  
27<sup>th</sup> June 2007 and is due to be reviewed in 2009