NAG 5   Sickness and First Aid Policy

Rationale

The Principal is responsible for the welfare of students and staff while they are at school. Students and staff may require first aid attention at school if they are unwell or injured. The school may need to be able to contact parents/caregivers or next of kin quickly. The school is not the appropriate place long term for students who are distressed, unwell or injured.

Objectives

- To ensure processes are in place for the care and supervision of students who are distressed, unwell or injured.
- To ensure that appropriate resources and adequately trained staff are available to attend in the first instance to a distressed, unwell or injured student (or staff member).
- To ensure that the school can contact a parent/caregiver or a family member as quickly as possible in the event that a student (or staff member) is unwell and needs to go home or needs professional medical assistance.
- To ensure that in the event of a medical emergency, health details or other relevant information held by the school relating to the student (or staff member) are quickly accessible.
- To ensure that injuries that are more than minor are attended to, recorded and reported to parents.
- To ensure that staff are aware of students (or staff) who have special health needs and that any specific requirements can be met.

Guidelines

- At least 50–75 % of all staff, and all Administration Staff are to hold a current first aid certificate to provide advice and assistance in the event that a student (or staff member) is distressed, unwell or injured.
- Where feasible 100 percent of staff will be encouraged to attend first aid training and refresher courses at the school's expense.
- A First Aid kit will be carried on all school trips as per RAM forms.
- First Aid supplies and portable kits will be available and stored safely. Expiry dates will be checked regularly; expired items will be discarded and replaced.
- At the discretion of the teacher, a student who seems distressed or unwell will be escorted to the office where his/her care will be the responsibility of the office staff. If the student remains unwell, his/her parent/caregiver will be contacted and asked to take the student home as soon as possible.
- No medication, including headache medication will be given to children by staff without the permission of their parent/caregiver. A 'Student Medical Form' must be completed by the parent/caregiver.
- Teachers on duty in the playground and teachers in their own classrooms will ensure that injuries are attended to and, if these are more than minor, are recorded in the accident register kept in the medical room.
- Parents will be contacted if a student's injuries involve a knock to their head. This will be recorded in the accident register.
- If the first aid advisor considers a student should be seen by a doctor, he/she will contact the student's parent/caregiver to discuss this.

- In the event of an emergency, emergency services will be contacted immediately following which a parent/caregiver will be contacted.
- Office Staff are responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and general upkeep of the first aid room.
- In the event of a traumatic incident the Traumatic Incident Procedures will be followed.
- If a serious incident occurs a report will be made to the Board of Trustees.
- The school office will update medical records annually. Parents are responsible for providing and ensuring that medical and health information held by the school office is current.
- At the commencement of each year, a request for updated forms will be sent home. Information provided will be loaded into our Student Management System.
- Parents will be regularly reminded that students who are unwell should not be sent to school and that if their child seems unwell at school they will be contacted and asked to take their child home.

Approved at: 12 April 2016

Reviewed: April 2019

Refer to:- Operational Policy