



Stella Maris Primary School

First Aid Policy

First Aid Training

A majority of teaching staff and office staff are trained in First Aid to Level 2. (Some at Level 1) Staff participate in professional learning to update their qualifications, each year. The principal keeps a copy of the dates of training.

First Aid Equipment

First aid bags are carried by each yard duty teacher in every playground area and are in each classroom and specialist area to enable staff to deal with simple first aid situations.

If refills are required for classroom First Aid kits, the teacher is to notify the office staff to replenish First Aid requirements.

In the event of an evacuation of the school, the excursion First Aid bags and anaphylaxis medication are to be taken to the evacuation site.

Further supplies of First aid materials are housed in the Sick Bay, behind the front office.

Teachers in charge of school excursions and inter-school sporting activities are responsible for taking a first aid bag with them. Teachers in charge must take asthma equipment or EpiPens with them on excursions or inter school sporting activities and must follow the instructions on the parent permission form if administering medication. (see Medication Policy)

A teacher is rostered on First Aid duty at recess and lunch times in the First Aid room.

If a child on the playground requires an ice pack or more comprehensive attention, they are handed a green First Aid Pass and sent to the Sick Bay to receive attention.

The school portable phone system is used to communicate emergency situations to the office. The school phones are used if the emergency is on the oval and an ambulance needs to be contacted.

Recording and Communication of Accidents and Injuries

Details of accident cases are to be entered in the School's Accident Report Book located in the office. Duplicate copies are made, with the white copy being given to parents.

Details of more serious injuries are to be recorded in the CCI Insurance claims book, located in the office. Full and accurate details must be supplied by either classroom teacher or teacher on duty (whichever is relevant). If litigation were to occur as a result of an accident, the resulting court action might not occur for up to five years. As a result, it is imperative that report forms be completed and that they are accurate to the best of the teacher's knowledge.

Injuries that cannot be treated by first aid alone, and that may require specialised medical assistance, such as those involving a knock to the head, are reported to parents as soon as practicable and they are advised to seek further attention.

Children sent to the Sick Bay are to be treated by first aid and given rest if needed, but are to stay in the Sick Bay for no longer than 10 minutes, after which time the child should return to their class group or be sent home.

Children with Asthma/Epilepsy/Allergies

It is a condition of enrolment that accurate medical information is supplied to the school. This is recorded by the school on the SAS data system.

A list of all children who suffer from asthma/epilepsy/allergies/ anaphylaxis and other conditions can be found in red folders, kept in each classroom and with each specialist teachers.

Epipens and individual student plans are housed in the Staff Room.

Details of procedures for children with anaphylaxis, asthma and other conditions can be found in the red medication folders, outlining triggers, symptoms and treatment, as generated on our school SAS data management system.

Each family is expected to complete a CareMonkey profile for their child on enrolment and updated at any time information changes, for individual children.

CareMonkey is a health and safety system that automatically keeps medical and emergency details up to date for any organisation with a duty of care. It makes these important details instantly available to authorised carers on their mobile devices in an emergency, so they know who to call, what to do, or what to tell an ambulance paramedic. CareMonkey automates the permission and consent form process too and can collect any other custom information.

Emergency Treatment for Asthma Attacks

- Give Ventolin using a spacer
- If no immediate relief, ring an ambulance
- The spacer is to be sterilized after use using disinfectant and air dried

Emergency Treatment of Anaphylaxis

Refer to the student's Anaphylaxis Action Plan.

Accidents Involving Bleeding

The following precautions should be observed:

- Disposable gloves are to be worn and are located in each First Aid Kit and in First Aid room.
- Avoid contact with blood at all times where possible, especially if your own hands or lower arms have open cuts or unhealed wounds. Any cuts or scratches should be covered by sterile dressings.
- Wash hands and lower arms and any other bodily parts in contact with, or splashed by blood, thoroughly with water and soap after handling blood.
- Place wastes after contact with blood in a plastic bag and seal. Place sealed bag in the special containers located in the Sick Bay or the Staff Room.
- Wipe down benches or other bloodied areas with cold tap water and then with household bleach obtainable from the office.
- Thoroughly wash scissors or other instruments in cold water to remove any blood. Instruments can be effectively sterilized by soaking them for 30 minutes in household bleach.



This policy was ratified in 2008

This policy will be reviewed annually

This policy was updated in 2016