



First Aid and Medical Emergencies

Revised: 2017

Due for Review: 2022

While all care is taken to ensure the safety of students, accidents do happen. Children need to be made aware of how to prevent accidents and how to administer simple first aid to themselves through the class health programme.

PLAYGROUND

- Wherever possible, children need to bring their injuries to the attention of the teacher on duty. Teachers are required to be vigilant and check on children as they are playing for injuries.
- All staff carry a Duty Bag which contains a selection of First Aid/Assistance cards, band aids and safety gloves. Staff need to be aware of the danger of HIV/AIDS infection. Children should be guided to handle their own blood and administer their own first aid as much as possible. Disposable gloves are available in the kit.
- Once a child has sought assistance from the Duty Teacher, they will be assessed and then sent to the staffroom for First Aid with the appropriate card, if needed.
- A Teacher Assistant is rostered on every recess and lunch for First Aid. All TAs hold current First Aid Certification.
- The TA will assess the injury and meet the student's needs. i.e. provide ice-pack, band aids, stingose, savlon or Ventolin.

CLASSROOM

- All student Ventolin, EpiPens and other medication required for an Emergency Action Plan (as completed by the Parent), are kept in an esky in the classroom.
- A student medical information booklet is also kept in the esky. This booklet outlines the child's medical condition, first aid requirements and emergency phone numbers. Medication Administration Forms are kept on file in the front office.
- Eskies are taken to speciality classes (music, sport, etc.). All eskies contain a class Ventolin "Come to the Class" emergency cards and instructions for asthma and anaphylaxis.
- A small first aid kit is also kept in each classroom with basic items such as stingose, savlon and band aids.



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- If a child injures themselves in the classroom the teacher will advise their TA by phone or by sending another student. The TA will administer first aid as required, and then report back the teacher.
- If a child becomes ill during class, the teacher will send the child to the front office with a "Sick Note" detailing the illness. The office staff will then contact the parents to come and collect the child.

Head or Eye Injury

All head bumps and injuries must be reported to the First Aiders regardless of severity. Parent will be notified immediately, and the injury discussed as to further action i.e. doctor to check. The TA makes a report in the Parent Communication Book (at Reception) and will fill in a form that is given to Principal. Once sighted, this is filed in First Aid Room.

Vomiting

If a child vomits, the area is covered with absorbent granules. This is then swept up with a disposable dustpan and brush, cleaned with soapy water, dried with paper towel and sprayed with disinfectant. Parents will be contacted as above.

Bleeding

The wound is cleaned and covered. Disposable gloves are worn for protection against bodily fluids at all times. If necessary, parents will be contacted as above.

Soiled Clothing

If the child requires fresh clothes, these are provided from the second hand uniform cupboard, and the soiled clothes are bagged up to be sent home.

FIRST AID ROOM

- The First Aid Room stores the EpiPen, Ventoli, disposable spacers, and all medical requirements (band aids, bandages, tape, female sanitary items, major First Aid Kit).
- This room is central in the Administration Building, easily accessible and all items are clearly marked.
- Portable First Aid Kits are kept in the Support Room, for easy access and for use on Excursions.



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STUDENTS WITH MEDICAL CONDITIONS

- Students taking medication on a regular basis must have a Request to Supervise Medication form completed and given into the Office.
- Each staff member will also be given a booklet with all students who have medical conditions. If you do not have one of these booklets, please see the office staff.
- Students who have been identified with severe medical conditions or allergies and may require EpiPens or asthma medication are photographed and are displayed with their allergy and a brief action plan. These will be in learning areas, the staff room, and canteen.
- Each child with a serious medical condition has a plastic bag with all medication and their full action plan in their class eskies. Any medication that could adversely affect another child is kept in the office.
- **Our First Aiders (Sue Swaby and Jenny Iffla or Sue Tormey) will ensure that the correct medication (epipens, asthma puffers) are taken on excursions and outings.**

EMERGENCY PROCEDURE

- If a serious injury/illness occurs, emergency first aid will be administered while a staff member (usually front office staff) calls for ambulance. The parents will then be contacted. For example: suspected spinal injuries, broken limbs, severe anaphylaxis or asthma.
- Catholic Church Insurance forms are completed by all staff, who had duty of care of the child at the time of the incident and those who administered First Aid. These are signed by the Principal and filed in the First Aid Room.