

## First Aid Policy

### Underlying Principles

Matters of student health and wellbeing are of paramount importance.

### Policy

1. Teaching staff are required to hold a current Basic First Aid certificate. While Professional Learning time may be given during school terms, it is not to be expected as the norm.
2. This will be monitored by School Administration.
3. The school will appoint/nominate a senior first aid officer who will have general oversight of the first aid operations of the school – procurement of resources, keeping of records, information dissemination etc.
4. Generally students are not to administer their own medication, or look after it for themselves.
5. A Senior First Aid Officer will administer medication, except in the case of emergencies; no medication will be administered unless it is accompanied by written instructions from a parent/guardian. A nominated senior First Aid officer will ensure a daily log is kept of:
  - (a) Students who are currently receiving medication
  - (b) All requests for and administrations of medication
  - (c) Students who have received first aid treatment other than of a trivial nature.
6. There shall be a list of students who are assessed to have high medical risks, eg severe allergies, which includes a photo of the student and an action plan, located in the administration building and classroom.
7. It is generally the policy that injured students not be transported by school staff to hospital/further treatment. In cases of significant injury an ambulance shall be called.
8. Parents/Caregivers are to be informed when their child has had treatment other than that of a trivial nature, via the school's Senior First Aid officer.
9. The School will maintain a system of incident reporting.



## Head Injuries

When a student sustains a head injury attending staff (who are to be trained in first aid) will immediately assess the injury to determine its severity. The following protocols will be put in place;

1. For all head injuries a note will go home to families.
2. Where the injury is considered to warrant it, families will be personally notified by telephone. (This will be for any injury that breaks the skin or could be responsible for any form of delayed concussion or where the eyes or ears are concerned.)
3. Where the head injury is severe, immediate contact is to be made with the SA Ambulance Service. Following this immediate phone contact is to be made with the child's family. (This will be for any time when suspected concussion has occurred or the injury is likely to require stitches.)

## Bases of Discretion

It is the policy of Immanuel Gawler that we will administer first aid to staff and children who become ill or injured at school. It is our expectation that staff and students will not come to school if they are not well enough to carry out their normal daily duties or are still infectious.

The school will err on the side of caution in regard to medical matters and this policy reflects the fact that the school, while providing basic medical care, is unqualified and un-resourced to go beyond that. It also recognizes that the difference between 'minor injury and illness' and 'more serious injury or illness' is a subjective, dynamic and often difficult assessment to make.

In any case, the school will err on the side of caution when assessing medical issues. Should a student's medical needs create undue difficulty to school staff/first aid officer then it is reasonable to expect the students' parents/caregivers to take responsibility and appropriate action.

## Resources

1. This Policy is located in the School Council Policy Handbook and may be found on the School's Website at [www.ilsq.sa.edu.au](http://www.ilsq.sa.edu.au)
2. Resources for First Aid Officers and school staff shall be kept in the first aid room, which is located adjacent to the front office area.