

## **ALICE MILLER FIRST-AID POLICY**

### **PURPOSE:**

To provide appropriate First Aid for all students, staff and visitors to the school.

### **GUIDELINES:**

- The First Aid staff will be primarily responsible for first aid and maintenance of equipment.
- Where possible a qualified (Level 2 minimum) person should be available to oversee the administration of first aid in the school at all times and if possible on excursions and camps.
- Alice Miller School will provide the opportunity for staff to train in 'First Aid Level 2', management of anaphylactic reactions (see separate policy document) and CPR.
- DE&T Guidelines will be followed.
- The maintenance of accurate records of first aid for serious matters is essential in the logbooks which are provided and kept securely next to the first-aid areas.
- A current confidential 'Medical at Risk' and 'Asthma management Plan' for appropriate students will be maintained in or near to the first aid room.

### **IMPLEMENTATION:**

- 1) Oral medication may usually only be given when it is supplied by the child's parents with clear written instructions, or where parental consent has been attained by telephone, or where parents have previously authorised the school to administer oral medication.
- 2) Medication from home must be handed to the teacher responsible for the year level.
- 3) Pupils may retain asthma sprays if the class teacher is notified.
- 4) The Principal and/or Head of Campus take responsibility for the sick bay.
- 5) All children must see a teacher or designated member of staff before going to the sickroom.
- 6) All significant treatments in the sickroom will be recorded in the First Aid Register.
- 7) When any child receives a head injury, parents will be notified by either phone, text or note from the School.
- 8) A copy of the DE&T Guidelines will be available and kept in the cupboard in the First Aid room.
- 9) If a child is seriously injured:  
Procedures: Render whatever assistance is considered essential for the student's welfare.
  - a) Secure patient – don't leave alone if possible – don't move if possible.
  - b) Contact Ambulance.
  - c) Contact parents if possible.
- 10) Less serious cases: Children are sent into the sick room to a first aider on duty.
- 11) Pupils unable to return to class will be supervised by the Principal, Head of Campus and/or teachers and/or other staff and/or another student until they can be collected by a parent or guardian.

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John Marsden