



## Our Lady of the Way Primary School

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# First Aid Policy

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*Updated 2023*

## 1.0 Rationale

First Aid at *Our Lady of the Way School* is provided by qualified staff to meet the needs of students who become ill, have accidents and require the administration of prescribed medication. First Aid is primarily administered by administration personnel who are in possession of a current Senior First Aid Certificate. Any staff member with a current Basic First Aid certification may also be required to assist. Medication is administered by office staff only when there is written permission and clear instruction from the student's parent/guardian and medical practitioner.

## 2.0 Aims

- To fulfill the school's duty of care obligations.
- To provide First Aid to students who require it.
- To provide First Aid by qualified personnel.
- To maintain appropriate records of all First Aid that is administered.
- To administer medication and medical procedures authorised by a medical practitioner.

## 3.0 Implementation

- 1.1 The school has a dedicated First Aid room.
- 1.2 Equipment in the First Aid room is maintained to a high standard.
- 1.3 A staff member is responsible for maintaining the material needed to organise the efficient running of the First Aid room.
- 1.4 Supervision of students in the First Aid room is undertaken by appropriately trained first aid office staff.
- 1.5 Staff with Senior First Aid Certificates update their qualifications when necessary.

- 1.6 All teachers & support staff update their CPR qualifications, asthma, anaphylaxis and basic first aid certificate annually.
- 1.7 First Aid Incidents are recorded on Compass.
- 1.8 First Aid is the initial administration of treatment in the case of accidents, which may precede the involvement of a doctor or full medical care being obtained.
- 1.9 Parents are contacted when children are presented with any type of injury to the head.
- 1.10 If, in the opinion of staff, a child is obviously sick or has not recovered from their injury, parents/carers or the emergency contact person will be contacted to collect the injured/sick child.
- 1.11 Staff should use protective gloves when dealing with any body fluid including blood.
- 1.12 Student's records are updated annually to maintain accuracy. A file of student medical records is kept in the First Aid Room.
- 1.13 An ambulance is ordered when the First Aid Officer/ Principal deem it necessary.
- 1.14 Portable First Aid kits are maintained and are used on playground duty, to provide minor first aid care.
- 1.15 A First Aid kit is available for school excursions with supplies that can support injuries or illness of an extended nature. *This kit will include asthma care materials and an epiPen.*
- 1.16 Medication is administered after the parent/guardian, in consultation with the medical practitioner, has documented the amount of medication and the time that it is to be administered. The appropriate written consent must be on file.

#### **4.0 RELATED AND SUPPORTING POLICIES AND DOCUMENTS**

- Medication Policy
- Medication Forms
- Privacy Policy
- Allergy and Anaphylaxis Policy
- Anaphylaxis Procedures for NSW Catholic Schools 2013

#### **5.0 Budget**

A budget will be provided for the professional development of staff and acquisition of resources.

#### **6.0 Evaluation**

The Principal, with delegated responsibility to the Leadership Team and staff, will be responsible for the planning, implementation and review of this policy.