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# Holy Trinity

*Eltham North*

## First Aid Policy

### Rationale:

It is the responsibility of the school to provide the most effective care for a student in the case of accident, illness or condition. Teachers are level 2 trained in first aid.

### Goals:

To provide basic first aid treatment to prevent an injury or illness from getting worse and to provide comfort

### Procedural Guidelines:

- All staff will be trained in first aid and be familiar with the school first aid facilities and requirements
- All staff will be familiar with emergency procedures for notifying Principal, Deputy Principal and parents and calling an ambulance in the case of an emergency
- All students with an illness, injury or condition will be cared for and if any doubt exists as the seriousness of the injury, parents will be notified
- Any injuries pertaining to the area of the head will need a phone call to the parents immediately
- Each teacher on yard duty will carry a first aid bag and walkie talkie. Any small injuries will be dealt with by the duty teacher
- Students with a more serious injury will be sent to the first aid room with a green card
- Very serious injuries will be notified to the office and first aid room through the walkie talkie. First Aid teacher will notify the Principal and the Deputy Principal. The parents will be informed and an ambulance called if necessary
- A record of attendance to the first aid room will be kept in the first aid log book
- Medication will only be given to students with the written permission of the parent. All medicines will be stored in the first aid room. Parents will be directed to give all medicinal requirements to the office
- Records will be compiled of all children with health problems and medicinal needs. All staff will be notified of the needs of these children
- The school secretary will ensure adequate supply of first aid materials is readily available
- All staff will be aware of individual management plans for specific children to be followed in the event of an emergency
- Management plans will be kept in a red folder in the student's classroom and in a<sup>i</sup> prominent position in the first aid room
- Staff need to refer to the blue folder in which a list of parents who have requested a phone call if their child attends the first aid room

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<sup>i</sup> Holy Trinity Primary School 2013