BASIC BELIEF
The school is responsible for providing first aid facilities and sufficient staff trained to at least Level 2. The duty of care obliges a staff member to assist an injured person. In the case of serious injury or illness, a staff member is required to administer first aid to the best of their ability prior to the arrival of medical assistance.

IMPLEMENTATION
- All injuries to students must be attended to, no matter how apparently minor.
- All staff are to be encouraged to undertake Level 2 training and to up-date their qualifications including CPR annually.
- Staff attending the First Aid training should be trained by an agreed and accredited organization. Funding will be provided to ensure that teachers can attend such courses. All teachers have a duty of care to support a sick or injured person regardless of their first aid training.
- A First Aid Coordinator is to be nominated each year and is responsible for maintenance of supplies.
- A suitably stocked first aid cabinet is to be maintained and portable first aid kits provided for all camps and excursions; and in appropriate areas such as the first aid room, canteen, art room, St John’s, multipurpose room and classrooms. “Bum bags” containing first aid supplies will be supplied for the teachers on yard duty.
- An updated list of children with medical problems and allergies will be kept in the First Aid room and all staff will be kept informed of these children.
- Gloves are to be provided to all class areas and Yard Duty teachers.
- Any person with injuries involving blood must have the wound covered at all times.
- All accidents and injuries are to be recorded by the teacher in charge on forms provided prior to entry on Cases.
- Medical assistance is to be sought as quickly as possible in an emergency.
- Parents must be informed of any emergency first-aid their child has received. An attempt to contact the parents should not delay the seeking of medical assistance in an emergency.
- Parents will be informed in writing or a phone call of any head injury and any first aid rendered in the case of all but minor incidents. Any significant injuries to a child's head, face, neck or back must be reported to parents/guardians.
- Emergency phone numbers are to be permanently displayed by all phones.
- If a child has a known medical condition e.g. epilepsy, diabetes, asthma, the parent is to be asked for a written management plan. Such children are to be made known to all staff through photo displays / staff meetings.
- Procedures for emergencies such as asthma, diabetes, eye injury, tooth injury, blood spills etc are to be displayed in staffroom and first-aid room.
- Children are not allowed to administer first aid and are not to be sent to collect items from first aid cabinets.
- Children sent to rest in sickbay are to be supervised getting “into” bed and office staff informed. Supervision of the sickbay clearly depends on the circumstances. A seriously injured child will not be left unsupervised, while a child sent to lie down for a few minutes may not require direct supervision. On the child leaving sickbay the supervising teacher is to check tidiness etc of room.
- First Aid Coordinator is to make suitable arrangements for laundering of linen etc.
- Emergency procedures are to be revised in February each year.
- Accidents are to be investigated. This may result in modifications to a work or play area.
- In the case of a fatality or medical emergency involving an ambulance on site, the principal must notify the DEECD Emergency Management Branch and Regional Office and the School Council President.

This policy was ratified by the Mansfield Primary School Council on – ________________
Review Date: 2016