



ST MARY'S CATHOLIC PRIMARY SCHOOL

FIRST AID POLICY AND PROCEDURE POLICY

St Mary's Catholic Primary School is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors. The school's policy applies to all who may be affected by injuries or illness resulting from school activities, whether on or off school campus.

The 'First Aid' policy is displayed in the following location:

Policy and Procedure handbook located in the staffroom.

Injuries, both major & minor, are recorded in the Accident Book or on tear-off slips which are located in the staffroom.

PROCEDURE

First Aid Officers:

The school provides training for staff on an annual basis. This training focusses on First Aid, CPR, Anaphylaxis and Asthma.

- The school has ensured that all school staff has undergone recognised first aid training. This is updated according to set regulations..
- The school has ensured that all staff has undergone additional training in relation to CPR and Anaphylaxis. This is updated annually.
- The school maintains a registry of all first aid officers, listing first aid qualifications and renewal date.

First Aid Kits:

The school has provided the number of first aid kits required according to the number of staff and students at our school.

First Aid Kit details:

LOCATION:	TYPE:
Staffroom	Portable
School Hall Kitchen	Portable
Principal's Office	Portable

The school has completed the ***First Aid Checklist for first aid kits.***

First Aid room:

The school has provided a first aid room or designated first aid area.

The school has allocated the following locations as the designated first aid room or areas

The administration office

The staffroom – cupboard adjacent to the external door

Records:

The school has established a system for recording all information relevant to the first aid management of an injury or illness. Any student who reports to the staffroom or administration area for First Aid will receive a notification slip for their parents, listing the presenting reason, and the treatment provided. This slip is signed by the staff member administering the First Aid, and a copy is kept on record at the school.

Incident/ accident record books are kept in the following locations:

First Aid cupboard in staffroom

Online reporting system

Procedures for First Aid during play breaks:

Students requiring First Aid seek assistance from the yard duty teacher who will send a red card to the staffroom for help; or send the student with a yellow card to the staffroom to receive treatment. If an Epi-pen is required a blue and yellow card will be sent to the staffroom so the Epi-Pen can be delivered promptly.

Arrangements for ill students:

Students who are unwell wait in the administration area, on the couch, to be collected by a parent or their designated responsible adult.

Administering Medication:

The school has designated suitably trained staff to be responsible for the appropriate storage and administration of prescribed medication to students.

All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either the locked office first aid cabinet or office refrigerator (or staffroom refrigerator), whichever is most appropriate. Medication other than designated requirements e.g. Asthma, Ritalin etc will not be given. Unprescribed medications, e.g. cough medicine, will be administered by a staff member and checked by a second staff member on receipt of a signed Medication Administration Record.

All completed Medication Administration Record Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official loose-leaf medication register located in the school office by the Administration Manager in the presence of, and confirmed by, a second staff member.

Staff designated to dispense specific medication:

Administration Manager

Administration Officer

Principal

All medication administered is recorded by the administration manager on the **Medication Administration Record**

26/04/2021