

# FIRST AID

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## 1. RATIONALE :

Courtenay Gardens Primary School is committed to providing effective first aid to the students and staff in situations of sudden illness or injury.

## 2. AIMS :

- 2.1 All staff to be aware of first aid procedures and the location of first aid resources.
- 2.2 To provide quality care and effective first aid treatment to students and staff.

## 3. IMPLEMENTATION :

- 3.1 The first aid coordinator will be responsible for :
  - a. The implementation of first aid procedures.
  - b. The supply of first aid materials for the sick bay, the yard duty kits, the excursion kits and the classroom kits.
  - c. The regular evaluation of accidents from the first aid register
  - d. Maintenance of the emergency care noticeboard
  - e. Staff professional development
  - f. Inviting consultants and speakers into the school
  - g. Recording injury/illness statistics
- 3.2 The first aid procedures will be implemented in accordance with DET policy and guidelines. All staff will be given an action plan on the procedure for dealing with injuries and emergencies.
- 3.3 Visiting consultants will be invited to inservice the staff and interested parents on a needs basis. Teachers shall be encouraged to update their first aid qualifications and attend first aid courses.
- 3.4 First aid kits will be stored in each classroom for treatment of minor injuries. Yard teachers will be equipped to treat any minor yard injuries.
- 3.5 The first aid policy will support the asthma and anaphylaxis policy and plans.
- 3.6 All first aid supplies will be stored in the sick bay. Relevant items will be secured in the first aid cabinet. This includes the accident register, proformas, asthma pump and epi-pen.
- 3.7 Prescription Medication will only be administered by the first aid person on receipt of a consent form by the parent. All medications to be in their original packaging.

## 4. CARE OF STUDENT IN FIRST AID:

- 4.1 Enquire and record details of student name, grade and details of illness or injury.
- 4.2 Administer first Aid (qualified first aiders only) as required, calm and reassure student.
- 4.3 Contact Parent/Guardian if required. All students with a head injury are to be sent home.
- 4.4 Continually monitor student for further signs of deterioration of condition and or further illness.

## **5. EVALUATION:**

Accidents and injuries will be recorded in the accident register. Each term an analysis will be conducted by the first aid co-ordinator to determine any risk areas or any emerging patterns of injury or illness and remediation undertaken as needed.