First Aid Policy and Procedures
Relating to Injury, Accident, Illness and Sick Bay

Type of work performed on site:
Teaching in the Key Learning Areas
Conducting and supervising playground activities
Office/Administration duties
General maintenance and related duties
Supervising school excursions and in school performances

Types of injury or illness likely to be sustained:
Abrasions, cuts, lacerations, insect/animal bites, sprains, strains, hits or knocks to face/head, hit or knock to eyes, Asthma and Anaphylactic reaction requiring and emergency response.

Number and distribution of people across the school:
Students – 245
Teachers - 21
Office Staff-2 Permanent, 1Temporary
General Assistant-1
School Learning Support Officers – 3 Permanent, 2 Temporary

Layout of Workplace:
School consists of:
A Block Administration, Principal and staffroom
B Block Library, Learning Support room, Canteen, Computer Lab and GA/Cleaner room
C Block Kindergarten classes
D Block Mainstream Classes
E Block Mainstream Classes and Community Room
F Block Support Classes and Counsellor’s Office
G Block Hall and Reading Recovery room
H Block Mainstream Classes
Playground COLA and shade sails and grassed back playground

Communicating First Aid Procedures:
The procedures are communicated to all staff and the parent community at the start of each year vis the WPPS Information Booklet (print and online copies) – followed up with periodic placement of procedures in the fortnightly school Bulletin each semester. The plan is placed on the WH&S Noticeboard in the staff room and on wall in the Sick Bay.

WPPS First Aid
Reviewed 2016
FIRST AID PROCEDURES

First Aid:

- It is the initial care of the ill or injured.
- First aid is not medical aid.
- The treatment for injuries that occurred at home is usually the responsibility of parents and caregivers.
- It is not the role of the First Aid officer to manage a student’s ongoing condition.

Only School Staff who hold a current First Aid Certificate are eligible to volunteer to undertake this duty within school hours. Staff without this certificate cannot be called upon or be expected to perform this duty.

When sending a student to the School Office for any of the issues noted below they are to have a “Sick Note” completed by the teacher who sent them with their full name, class and reason for being sent over. This is a legal requirement by the Department.

As this duty is done voluntarily, Administration Staff who have volunteered administer MINOR first aid only. We are not permitted to administer Panadol, Aspirin, apply creams, or take out splinters. Stingose spray for insect bites can be applied upon parental permission. We cannot diagnose an illness or be called upon to determine the extent of an injury if it is not obvious.

The following procedures are followed by the First Aid Officer under instruction from the referring teacher:

Students with an illness will be permitted to rest for 10 minutes. First Aid staff may be instructed to send back to class or if no improvement occurs Office staff to contact the Parents or Caregivers

If a student has vomited, First Aid staff to contact the Parent or Caregiver and ask them to come and pick up their child from sick bay.

Students with an injury to be treated accordingly and sent back to class or playground or be permitted to rest for 10 minutes by First Aid Staff. If the injury is deemed severe enough or if no improvement occurs the Parents or Caregivers to be contacted by First Aid Staff.

If a student has a mishap with toileting (as often happens with kindergarten) a change of clothes (if available) is given by First Aid Staff if not, Parents/Caregivers to be notified and requested to bring change of clothing to school. Clothes given by school are to be washed and returned to the office the next day.

If a student has a head or eye injury Parents/Caregivers are to be notified by First Aid Staff and asked to come and check the child. Especially in the case of a head injury it is the parents/caregivers responsibility to ascertain the most appropriate next course of action.

NOTE: Eyes can only be washed out with water.
Asthma: Parents/Caregivers are to complete an Asthma Registration form for their child. Students who can self-administer and have permission can carry their own personal Ventolin for Asthma with them in their school bag. 

Note: Due to new guidelines we are no longer able to use Nebulisers as part of Asthma treatment within the school. If a child is on a Nebuliser constantly, then the guidelines are that the child is not well enough to attend school.

In the event of a critical incident e.g. where immediate medical attention is deemed required, an ambulance will be called and the Parents/Caregivers will be notified immediately. The school has full ambulance cover.

IN ALL CASES IF THE PARENT OR CAREGIVER CANNOT BE CONTACTED THE First Aid STAFF WILL CONTACT AN EMERGENCY CONTACT AS NOTED ON THE CHILD’S RECORDS

First Aid Boxes - Locations

- A First Aid box is located in the Administration Block in the Sick Bay room.
- Three First Aid boxes are kept in the white cupboard in the Print room- these are used for activities held within the school grounds and excursions.
- One First Aid box is located in the General Assistance/Cleaner room.
- One First Aid cabinet is located in the Support Class Unit.

Playground Bags

The school maintains two playground bags (1 COLA and 1 back playground) which the Teacher on playground duty carries whilst in the playground. They contain gloves, bandaids in case of a very minor injury to a student, Sick Notes for completion by teacher for student who is being sent to the Sick Bay for First Aid, playground awards, Help needed alert cards, etc.

The bag for the COLA also contains an emergency Epipen and Ventolin Puffer