SORRENTO PRIMARY SCHOOL
FIRST AID POLICY

Ratified: 23/03/10

ADMINISTRATION OF FIRST AID
1. An appointed staff member co-ordinates First Aid.
2. The First Aid Co-ordinator will update the medical emergency board, with photos and condition. This is located in the Sick Bay.
3. The First Aid Co-ordinator will ensure that all medication is within the current date.
4. In emergencies an ambulance will be called by the most senior person on duty.
5. All First Aid incidents will be recorded and the action taken noted by the treating staff member.
6. When professional medical treatment is required the parents/guardians or emergency contact will be immediately notified.
7. Parents/guardians or emergency contact will be contacted by telephone in the case of a head injury or other emergency.
8. If the parents/guardians or the nominated emergency person cannot be contacted the school will ensure that medical treatment is sought.
9. All staff will be notified of students with life threatening conditions eg: anaphlyaxis, asthma
10. Major injuries will be recorded on the Department of Education and Early Childhood Services CASES 21 Injury Notification Form.

STAFF TRAINING
1. Staff with current First Aid training will be on duty and administer First Aid.
2. Staff will be given the opportunity to undertake Level 2 First Aid Training.
3. Staff will participate in CPR instruction and examination each year.
4. Staff will have formal anaphlyaxis instruction every three years and a briefing annually.
5. If the need arises medical professionals will address a staff meeting annually to refresh staff on first aid issues. Also to discuss a particular medical condition (ie Diabetes, Asthma) or discuss universal safety precautions against transmission of infection.

FIRST AID SUPPLIES
1. First Aid supplies will be located in the Sick Bay.
2. First Aid stocks are to be kept updated and easy access to supplies is to be ensured.
3. The teacher on yard duty will carry a First Aid kit, for the administering of basic First Aid (eg: band-aids)
4. Two First Aid kits are available for school activities and excursions. Three backpacks are available for camps.
5. CPR masks are located in excursion kits, camp backpacks and in the Sick Bay.
6. A nominated staff member will be responsible for maintenance of supplies.

BLOOD SPILLS
1. Where students or staff have gone to the assistance of a bleeding person, they should in the first instance wear gloves, failing that, wash their hands, lower arms and any other parts in contact with blood using soap and water. They should continue to exercise strict
hygiene and pay added attention to cuts or broken skin, and protect them from direct contact with body fluids.

2. There are no documented cases of HIV infection from mouth-to-mouth resuscitation. As the risk of HIV infection through mouth-to-mouth resuscitation is negligible, it should not be withheld from a person in need of emergency assistance. However, as a precaution, a resuscitation mask should be used if available.

3. Training in CPR should be practised with the use of a resuscitation mask and the disinfection of equipment.

4. Staff involved in toileting a student, should exercise hygiene and cover any cuts or broken skin to prevent contact with the student’s body fluids.