

PHILOSOPHY / PURPOSE**TO BE RATIFIED**

As the physical and psychological well-being of students is of paramount importance to Mount Dandenong Primary School, it is the responsibility of the school staff to ensure that first aid is available to all students when required. The school will therefore provide the necessary first aid supplies and equipment for the administration of first aid.

GUIDELINES

1. In the case of serious injury or illness, the teacher will not be expected to diagnose or treat the condition, apart from carrying out the appropriate first aid procedures. Diagnosis and treatment is the responsibility of a medical practitioner or ambulance officer called to the scene.
2. An attempt will be made to contact the parents to inform them that an ambulance is being called before or at the same time as telephoning for an ambulance, except in extreme emergency. Costs incurred will be the responsibility of the parents / guardians.
3. One member of staff will be in charge of the organization of all first aid and maintenance and care of the first aid cupboard. A stock take of first aid equipment / materials will be undertaken each term.
4. The school will endeavour to have all staff members trained in basic first aid. Encouragement and assistance will be given for staff to obtain first aid qualifications.
5. An accident report form must be completed in all cases involving injury. The teacher attending to the child is to make certain that all details are entered on the accident form.
6. In the case of any serious injury the parent must be informed as quickly as possible of their child's condition and of the actions taken by the school. If deemed necessary by staff, parents will be required to take a student home.
7. A child receiving a knock to the head will have this incident reported to parents as soon as possible.
8. If children are unfit to return to class after treatment, their parents will be contacted to collect their child from the school. If parents are unavailable, the emergency person is to be contacted.
9. Asthmatic children throughout the school will be identified and particulars documented in an Asthma Management Plan provided by the parents. Where the asthma is severe, the plan will be displayed in the staffroom, first aid room and relevant classroom.
10. Children with allergies will be identified and particulars of treatment will be kept displayed on the wall in the first aid room, staffroom and canteen and relevant classrooms. If medication is required to be administered after a bite or sting, parents must provide the medicine labelled with child's name and dosage. Epipens will be stored in the principal's office.
11. Any other child with a condition that requires special treatment (eg heart condition, haemophilia) will be identified and particulars kept in the principal's office. All staff will be informed of this information.
12. The principal has the right to exclude children with infectious diseases according to the Infectious Disease Table found on the DEECD website. Non immunized children's families will be informed on enrolment that the school can direct them not to attend school upon infectious outbreak.
13. Children's emergency medication will be stored in individually marked containers in the principal's office.