



HEALTH CARE AND FIRST AID

Rationale:

Health Care and First aid is a whole school responsibility. It is mandatory that all staff are trained and have their training updated every three years.

Aims:

To assess, treat and direct to the appropriate procedures.

Implementation:

1. Illness/accident procedure: Child is taken to a quiet area away from the main group and is supervised. Parents need to be notified to collect sick/injured children. Ambulance will be called for a serious injury. If necessary an SSO will accompany the child to hospital if parents are unable to be contacted.

Preschool staff are responsible for:

- Keeping clear records of treated injuries by completing First Aid Records book.
- Giving duty teacher ED 155 form to complete if necessary.
- Contacting parents/emergency contact numbers of suspected serious injuries, eg head, eye, spine and/or fractures.
- Notifying Principal of action taken/needed for serious injuries or illnesses.
- If parents/emergency contact numbers cannot be identified by telephone, a form detailing injury/treatment is to be filled out and sent home with the child. (Note time of calls made and to whom calls were made.) Preschool staff will attempt to make only two calls.
- If a band aid is applied a note is placed in child's note pocket.

2. General: Preschool staff are responsible for:

- Restocking icepacks, first aid kits and bum bags.
- Keeping students medical records and health care plans up to date.
- Providing parents with Medication Administration forms to take to their GP.
- Keeping a record of Medication in the Medication Logbook.
- Treating minor injuries during session times.
- Placing all items contaminated by blood/waste products should be disposed of with care.
- Sharps container kept in First Aid Room cupboard.
- If urgent first aid assistance is required, contact office with a clear message.

3. Incursions & Excursions:

- Book out first aid backpack and take to excursions.
- Compile emergency contact numbers and medical information and leave at front office.
- Ensure all medication forms and medications are taken on excursions.
- Take all asthma medication and care plans on incursions.

4. Medication:

- Medication must be named and bagged.
- If a child needs to take medication at Preschool, a Medication Administration Form is required. This to be filled in by the doctor and parent.
- Long term - filled and signed by doctor and parent.
- Short term - filled in by doctor, chemist and parent.
- Personnel administering medication need to document time and date the medication was administered in the Medication Log (located in 1st Aid Cupboard).
- Preschool staff are made aware of students taking medication and necessary information about students' medical. These are shared with TRTs and NIT teachers through displays, folders and regular meetings.

5. Head lice Procedures:

- Teacher identifies child has head lice and parent/guardian is contacted.
- Add to the Medication Log book as a record.
- If collection is not possible then head to head contact with other children is avoided.
- Send head lice note home to all preschool families to alert all parents of an outbreak.
- Child needs to be treated with head lice treatment before returning to Preschool.

6. Medical Conditions:

- On enrolment medical conditions are identified.
- Relevant care plans are given to families to be completed and signed by a GP.
- Medical Information is kept in child's file, displayed on important staff information wall, kept in TRT folders and discussed regularly at Preschool meetings.

Approved by: Governing Council

Review date: August 2015

Next review: Term 3, 2018