



St Francis of Assisi
PARISH PRIMARY SCHOOL

INJURIES TO STUDENTS POLICY

Rationale

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aims

- To administer first aid, and provide adequate treatment for children when in need in a competent and timely manner, whilst attempting to eradicate or at least minimise injuries to students at school.

Implementation

- All injuries to students must be attended to, no matter how apparently minor.
- A First Aid room and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- All staff are to be trained to a level 2 first aid certificate, and with up-to-date CPR, asthma and anaphylaxis qualification.
- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room will be supervised by a staff member at all times.
- All injuries that occur during class time will be referred to the School Nurse who will manage the incident, all injuries that occur during recess or lunch breaks, will also be referred to the teacher on duty in the first aid room.
- An up-to-date confidential register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty who will at all times carry with them a First Aid Kit in a Bumbag. This bag will contain bandaids, tissues and a glove. Any injury requiring more treatment will be sent to First Aid. Teachers on Oval or Multi Purpose duties must carry with their mobile phone for easy communication back to Admin should a major injury occur whilst on duty.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff or

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Principal, Deputy Principal or School Nurse so that professional treatment may be organised.

Any injuries to a child's head, face, neck or back must be reported to parents/guardian.

- Accidents are to be investigated. This may result in modifications to a work or play area.
- A record of the serious incident must be documented and kept in the Students file located in the Office.
- Appropriate Pastoral Care is given to the child where necessary.
- Children who have recurring visits to the First Aid Room are referred to the Principal for follow up action.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle, or after any significant incident.