

NORTHLAND SCHOOL

Health and Safety Procedures

Sickness and First Aid



Rationale

The school is responsible for the welfare of students and staff while they are at school. Students and staff may require first aid attention at school if they are unwell or injured.

Guidelines

- The Board of Trustees will fund training to ensure that most staff have current first aid certificates.
- Office staff will:
 - have primary responsibility for students and staff who are unwell, injured or distressed
 - contact parents/caregivers if students are unwell. They will be asked to take them home as soon as possible
 - contact parents/caregivers if a student's injuries involve an impact to their head or are otherwise considered serious and may need medical attention. These will be recorded in the accident register.
 - have responsibility for all first aid supplies/cabinets/kits/medical room, and the correct storage and regular replenishment of first aid supplies
 - update student medical records annually or when notified of changes by parents/caregivers.
- First Aid supplies (as described in 13.5 of 'Health & Safety in Schools: Guideline to the Health & Safety in Employment Act & Health & Safety Code of Practice for State and Integrated Schools') will be available, accessible and stored safely and appropriately (refer 13.2 the Guideline). All staff will be advised of the location of first aid supplies.
- First aid kits will be taken on all school trips and school camps.
- No medication will be given to children by staff without the permission of their parent/caregiver. Medication will be administered only as prescribed.
- Teachers on duty in the playground and teachers in their own classrooms will ensure that injuries or sickness are attended to promptly by office staff.
- A report to the Board of Trustees will be made on any accidents of serious concern.
- Accidents involving serious harm will be reported to the appropriate authorities by the Principal or Associate Principals.
- Parents/caregivers will be contacted if office staff or other trained first aiders consider a student should be seen by a doctor. If parents/caregivers are unable to be contacted then the school will act on the parents' behalf and seek medical assistance for the student.
- In the event of an emergency, emergency services will be contacted immediately following which a parent/caregiver will be contacted.
- In the event of a traumatic incident the Traumatic Incident Procedures will be followed (attached).
- Staff will be encouraged to disclose to the School's Privacy Officer (the Principal) and the Office Manager any personal potential health issues the school may need to be aware in case emergency treatment is necessary. This information will be kept in the strictest confidence.
- Students with specific health/medication requirements will have a personal health care plan, eg allergy, diabetes, epilepsy. The school's SENCO will ensure staff are aware of any specific student health issues.
- See also procedures for:
 - *Pandemic Planning*
 - *Communicable Diseases*
 - *Traumatic Incidents*