



First Aid Policy and Procedures

Ballarat Steiner School and Kindergarten seeks to respond appropriately, promptly and effectively to all accidents and incidents to both adults and children, both on the site and on any school activity outside the school grounds. The school will respond to accidents and incidents in a manner which enhances the safety and health of all students, school employees and volunteers. Approved First Aid procedures will always be utilised in any response, and will always be carried out by currently qualified First Aiders. The school will:

- require that all class teachers and Early Childhood Assistants hold an up to date Level 2 First Aid Certificate from an accredited training provider.
- fund the provision of the regular updates of First Aid and CPR training as required by these staff members.
- encourage other specialist teachers and administration staff to obtain Level 2 First Aid.
- seek to be prepared, informed and able to respond to common medical conditions such as asthma, allergies and anaphylaxis. Students with asthma will be encouraged to participate in all school activities including sport and fitness.
- require that all accidents or incidents requiring First Aid will be appropriately recorded in the school First Aid Register which is kept in the main administration office.
- ensure that First aid staff will only provide treatment within their level of competence and training. Any treatment beyond this level will be provided by qualified paramedic or medical officers.
- ensure that first aid staff will deal with day to day minor first aid requests, such as grazes and scratches, feeling unwell, needing band aides, minor assistance or needs to lie down. It is at the class teacher's discretion whether the child should go home.
- recognise that children in the Kinder and Prep area do not leave the area for first aid administration and the staff members will decide if parents need to take children home.
- ensure that EPI pen and Asthma first aid training is updated annually for all staff.
- not be permitted to give anyone Panadol unless there is written permission from parents/guardian.
- provide a designated First Aid sick bed located in the administration office.
- designate first aid kits that are checked and restocked regularly to ensure that all supplies are in date and useable.
- undertake risk assessments of various school activities (sport, excursion, yard duty) at least annually by the OH & S representatives to ensure that policies and procedures are current, up to date and relevant to changes in school size and activities. Outcomes will be reported to the School Management Team and the College of Teachers.
- ensure that OH&S representatives conduct a Risk Assessment of the potential for accidental exposure to allergens and develop risk minimization plans and communicate these to the staff.

- display the 4 Step Asthma First Aid poster in various locations around the school.
 - provide all staff, including specialists, with an updated list of children suffering from allergies or anaphylaxis and include a copy of Medical Plans.
 - ensure all medical conditions known to the school, including any treatment plans, are taken with the Teacher in Charge during camps and excursions.
 - invite parents of children with an anaphylactic condition or with significant allergies or food intolerances to speak at their class meetings in order to inform other parents in the class of any specific needs the child may have.
 - The school will put frequent notices in the newsletter informing parents when children are enrolled with severe allergies reminding of the importance of eliminating certain ingredients from school lunches. The school will attempt to avoid their use in any food provided by the school.
- 90% of food allergies in Australia are caused by these eight foods:
- Peanuts
 - Tree nuts eg hazelnuts, cashews, almonds
 - Eggs
 - Cows milk
 - Wheat
 - Soybean
 - Fish and shellfish
- ensure that the enrolment procedures provide the opportunity for parents/guardians to supply information about their child's medical condition.
 - ensure every parent/guardian who informs us that their child is diagnosed with asthma or anaphylaxis supplies a signed Management Plan, an in-date EpiPen or a puffer and spacer at school. Parents/guardians are to inform the school that the child has their own medication.
 - Ensure all teachers and staff are aware of our First Aid policy and procedures during their induction and refreshed during the first three curriculum days at the beginning of the year.

Review Annually July
 Management Team and College of Teachers
 Last Reviewed July 2011