

FRANKSTON SPECIAL DEVELOPMENTAL SCHOOL INJURIES TO STUDENTS POLICY

Rationale:

- All students 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 students 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.
- 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.
- A sufficient number of staff (including at least one administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- All injuries that occur during class time will be referred to the administration staff who will manage the incident, all injuries that occur during recess or lunch breaks, will be referred to the teacher on duty and passed on to the Administration staff.
- An up-to-date confidential register located in the office 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, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- 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 follow up required. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff 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.
- All injuries will be entered on CASES. Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Regional Director and DEECD Emergency and Security Management Branch immediately on (03) 9589 6266 and reference should be made to the school's Incident management policy.
- School Council president to be informed of serious injuries suffered by students.

Evaluation:

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

This policy was last ratified by School Council in....

October 2008