



Jindera Public School

First Aid and Sick Bay Procedure

2018

First Aid:

- It is the initial care of the ill or injured.
- First aid is not medical aid.
- The treatment for injuries that occurred at home are the responsibility of Parent/Caregiver.
- It is not the role of the Administration Staff to manage a student's ongoing condition.
- Contact with parents/caregivers will only be made when;
 - There has been no improvement in a child's condition
 - There is a possible head injury or critical event requiring an ambulance
 - A student needs a change of clothes due to an accident

Only School Staff who hold a current First Aid Certificate are eligible to volunteer to undertake this duty within school hours. Staff without this certificate cannot be called upon or be expected to perform this duty.

When sending a student to the School Office for any of the issues noted below they are to have permission from a Teacher.

As this duty is done voluntarily, Administration Staff who have volunteered administer MINOR first aid only. They are not permitted to administer medication such as Panadol, Aspirin, apply creams, or take out splinters. They cannot diagnose an illness or be called upon to determine the extent of an injury if it is not obvious.

The following procedures will be followed by the Administration Staff volunteering to carry out First Aid duties under instruction from the referring Teacher:

- Students with an illness be permitted to rest for 15 minutes then return to class.
- If no improvement occurs Administration Staff will contact the Parents/Caregivers or an Emergency contact.
- Student has vomited, the office will contact the Parent/Caregiver and ask them to come and pick up their child from sick bay.
- Students with an injury treat accordingly and sent back to class or playground or be permitted to rest for 10 minutes.
- If the injury is deemed severe enough or if no improvement occurs the Parents or Caregivers to be contacted by Administration Staff.
- Student has had a mishap with toileting a change of clothes (if available) to be given if not, Parents/Caregivers to be notified by Administration Staff and requested to bring change of clothing to school. Clothes given by school are to be washed and returned to the office the next day.
- Student has a possible head injury Parents/Caregivers are to be notified by Administration Staff. Especially in the case of a possible head injury it is the Parents/Caregivers responsibility to ascertain the most appropriate next course of action.
- Eyes can only be washed out with water.
- Critical Incident: In the event of a critical incident e.g. where immediate medical attention is deemed required, an ambulance will be called and the Parents/Caregivers will be notified immediately. The school has full ambulance cover.
- In all cases if the parent or caregiver cannot be contacted the Administration Staff will contact an emergency contact as noted on the child's records.

Notification of Head Lice Procedures:

Children are cannot be excluded from school; however, treatment must be carried out as soon as possible. Permission is sought from the student by the teacher to check their hair if the teacher has reason to believe child has Head Lice. If nothing is found or visible the child remains in class.

If live lice or lice eggs are found or sighted the student may be sent to the School office with a note with Teachers instructions marked.

Office staff will then, as instructed, contact a parent/caregiver to notify them that either live lice, lice eggs or both have been found in their child's hair after being checked by the Teacher. Office staff, as instructed will ask that the parent/caregiver take their child home to treat their hair.

Once treated and the parent/caregiver is sure all the live lice are dead and that the lice eggs have been removed their child may return to school.

If a parent/caregiver declines to pick up their child, the child is sent back to the class with a note explaining this to the Teacher.

A general note is then distributed to all classes. The note is a standard note, there are no names attached to the wording.