The care, safety and wellbeing of all students are prime concerns in providing first aid treatment. We endeavour to respond effectively to minimize the health risks and comfort and support all students who are ill or injured.

With this in mind, all staff update their Basic Emergency Life Support Training every three years. Three staff members are designated first aid officers and have senior first aid training which is updated every three years.

Class teachers are provided with a basic kit for minor injuries, such as small cuts and scrapes. This includes gloves, band-aids etc. Such supplies are also included in the Yard Duty bags. Teachers are requested to deal with such minor injuries and not send these students to the First Aid Room.

Teachers must use the First Aid Attendance form when they refer a student for first aid treatment. The injured or sick student will be sent (or accompanied) to the school office where the student will be attended to in the First Aid Room.

The staff member providing first aid treatment will first make an assessment of firstly whether this is a minor inquiry / illness or potentially more than that. They will record in the First Aid Register the student’s name and other relevant details, including treatment. Checks will be made of any of medic alerts or health care plan requirements.

If the injury or illness is considered minor, once the student is cleared to go back to class an orange note (A) informing parents, is completed and given to the student.

If the injury or illness is considered more than a minor one, a parent may be contacted and a white note (B) is completed and given to the student. The white note is always completed and parents are contacted in case of a major or potentially major injury or illness such as a suspected fracture or break, head injury or allergic reaction. A decision to request that a parent or caregiver take the student home from school will be made in consultation with the staff member administering first aid and a first aid officer.

If the assessment is that a student has a medical emergency, an ambulance will be called and then a parent will be contacted. The order of contact of an ambulance or a parent depends on the assessment of a first aid officer. It also depends on the health care plan for the individual child, particularly in the care of students with anaphylactic reactions once epipen treatment has been administered. Our response is always aimed at minimizing the risk for the child.

Where there is an injury and the assessment is that the student is sent home, an Accident and Injury Report (ED155) is completed and filed. If the student has been hospitalized, this information is forward to DECD.
Minor Injury/Illness First Aid Report

Staff to send note up with child to the first aid room

Child’s Name ____________________________
Room __________ Date __________________
Reason __________________________________
First Aid Officer __________________________

Treatment was:
- Band Aid
- Ice Pack
- General First Aid
- Asthmas Puffer
- Felt unwell, had a rest and sent back to class.
- Child was sent back to class
- Child was sent home

Comment ________________________________

Please send this note home with the student.

Woodend Primary School
Injury or Illness Home Report

Child’s Name __________________________________ Room ______ Date _____________

Your child was sent to the first aid room today where care and attention were given because of

- Injury
- Feeling Unwell

Problem Observed ________________________________________________

First Aid Given ____________________________________________________

Comment _________________________________________________________

Instruction for care following a minor head injury

First aid agencies advise that, in the case of a minor head injury, a doctor should be contacted if a person:

- Complains of a headache
- Vomits
- Becomes dizzy or faints
- Becomes irritable or confused
- Develops loss of coordination

If the casualty appears well and does not develop any of the above symptoms or signs, it is unlikely that any serious injury has occurred. However, it is always wise to seek medical advice.