



GULFVIEW HEIGHTS PRIMARY SCHOOL

First Aid Policy

General First Aid Treatment:

- Students are to report to the front office with a First Aid Note from the teacher.
- Assistance will be provided but no non prescription medication can be administered.
- Details to be recorded in the First Aid register.
- Student will return to class with First Aid note for teacher's information and then the student will take it home for parental information.

Unwell students:

- Students are to report to the front office with a First Aid Note from the teacher.
- Students will be accompanied by another student.
- If immediately necessary arrangements will be made by front office staff for the student to go home.
- At the discretion of the front office staff students may rest in the sick room for up to 30 minutes.
- If the student is still unwell after 30 mins the child may be sent home or further medical treatment arranged.
- Details to be recorded in the First Aid register.

Accidents – requiring medical attention:

- Students are to be accompanied to the front office if they can be moved.
- If student unable to move a red card is to be sent to front office and a staff member will come out with first aid kit to assist.
- Parents will be contacted and asked to transport the child to receive medical attention.
- If a parent can not be contacted in the first instance the student will be sent to hospital via ambulance.
- For emergencies requiring ambulance immediately it will be organised and parents advised. If a parent cannot make it in time they will be sent to meet the ambulance at the hospital and a member of leadership staff will accompany student to the hospital.
- Details will be recorded in the First Aid register and an Accident Advice completed.

Prescription Medication:

- Prescription medication is the only type of medication that can be administered at school.
- It must be provided in a chemist's bottle or packet with the prescription labels attached clearly identifying student, medication and dosage.
- A medication consent form must be completed by the parent and any on going medication administered during school time must have a medication consent and a health care form signed by both the doctor and the parent/guardian.