



ST THOMAS'S
SCHOOL

Procedures for First Aid Care

First Aid

Staff are encouraged to keep their knowledge of first aid procedures up to date.

When providing first aid, staff follow the procedures for dealing with blood and other body fluids.

Record the injury and any treatment in the student database. Parents are notified of moderate injuries and all head injuries.

First Aid Supplies

First aid supplies are kept in the sick bay, along with a current first aid manual, a list of staff with current First Aid Certificates, and a list of student conditions.

Ice packs are kept in the sick bay.

First aid supplies are regularly checked and restocked and updated as necessary.

Travelling first aid kits

The school maintains travelling first aid kits which must be uplifted by any teacher taking a class on a visit away from school. Any items used during an outing should be recorded and the school secretary notified on return so that they can be replaced.

Minor/Moderate Injury

Before any treatment is given, check the student's medical notes.

Always follow the correct procedure for [dealing with blood and other body fluids](#).

Minor injury

All classrooms and duty folders contain plasters if a student sustains a minor injury and the wound does not require cleaning apply a plaster if required, for other injuries send or take them to the sick bay. After treatment the student can return to their activity. Record the injury and any treatment in the SMS.

If it is a head injury, you must contact the parent/s and notify the principal. The student will need to be monitored for delayed concussion.

Moderate injury

Take the student to the sick bay. Administer [first aid](#) as appropriate. **Collect the names of any witnesses to the incident.**



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If it is a head injury, you must contact the parent/s and notify the principal. The student will need to be monitored for delayed concussion. Moderate injuries require **parents to be notified**.

If the student requires attention from a doctor, or to rest for an extended period, ask the parent/s to collect the student. A staff member may need to take the student to a doctor or medical centre if the parents cannot be contacted.

No student is sent home unless a caregiver has been contacted and permission given for the student to leave. The office staff are informed in every case and informs the teacher if a student from their room is sent home.

No medication may be administered without parental consent. Paracetamol may be given with verbal consent from a parent.

Record the injury and any treatment in the SMS.

Any bite inflicted by a student must be washed and contact the bitten student's parents and recommend they seek medical advice as soon as possible if the skin has been punctured.

Notifying Parents

Notifying parents in the event of an injury has two purposes:

1. It keeps parents informed.
2. It protects the school by allowing the parent to come and see for themselves how their child is, and whether further action is necessary.

The school has family and emergency contact numbers filed in the office and available on the student management system. Parents must be contacted if their child has received a **moderate or notifiable injury, or any head or spinal injury**.

When in doubt, contact the parents and record on the SMS.