



# FIRST AID POLICY

## PURPOSE

All children 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 or when feeling unwell. School staff are, however, not health professionals nor are they expected to take on this professional role.

To ensure the school community understands our school's approach to first aid for students.

## AIMS

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate, as per DET guidelines.

## SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

From time to time Plenty Parklands Primary School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

### Staffing

The principal will ensure that Plenty Parklands Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

A dedicated First Aid Officer will be appointed to oversee the management of the First Aid room, student health management plans and will be on duty during the hours of 12.00pm and 3.00pm.

A sufficient number of staff are trained to a level 2 first aid certificate, and all staff update their CPR qualifications yearly. A list of staff who are Level 2 trained is displayed in the First Aid room, Office and Staff room.

All school camps will have at least one Level 2 first aid trained staff member at all times.

### First aid kits

Plenty Parklands Primary School has:

- A major first aid kit which is stored in the First Aid room in a locked cupboard.
- Six portable first aid kits which may be used for excursions, camps, or sporting events are stored in the First Aid room.
- Each classroom will have its own basic first aid kit.
- Basic first aid kits will be carried by staff whilst on yard duty.

The First Aid Officer will be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

### **Implementation**

A dedicated First Aid officer will work during the hours of 12.00pm and 3.00pm and will administer first aid during these times. At other times, supervision of the First Aid room will form part of the daily ES/office staff role.

Any child in the First Aid room will be monitored by a staff member.

All injuries or illnesses that occur during class time will be referred to the First Aid officer/office staff who will manage the incident.

All injuries or illnesses that occur during recess or lunch breaks will be referred to the staff member on duty in the First Aid room.

An up to date record will be kept on Compass of all injuries or illnesses experienced by children that require first aid.

A letter will be printed from Compass for parents with the treatment given for an injury or condition.

Any injuries to a child's head, neck or groin must be reported to parents/guardian by a phone call.

An Incident Notification Form will be completed for any student who receives medical treatment administered by a doctor/hospital or ambulance officer as a result of an injury.

It will also be reported in CASES. Once the CASES report has been submitted, Worksafe and DET Emergency Services will be notified.

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.

All injuries will be treated by staff members on duty. A Level 2 first trained staff member is to be consulted for more serious injuries.

Any children with injuries involving blood must have the wound covered at all times.

All staff have the authority to call an ambulance immediately in an emergency.

If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.

A comprehensive first aid kit will accompany all excursions and camps.

All children attending camps or excursions will have provided a signed medical form providing medical details and giving staff members permission to contact a doctor or ambulance should instances arise where a child requires treatment.

Copies of the signed medical forms to be taken on camps and excursions, as well as a copy kept at school.

A camp Asthma management plan is to be completed and taken for students with Asthma who are attending camp. A copy of a student's Health Management Plan is also to be taken to camp.

All children, especially those with a documented asthma management plan, are expected to carry their own Ventolin and spacer or equivalent. Ventolin and a spacer are available from First Aid if needed.

At the commencement of each year, requests for updated first aid information will be sent home including requests for any Asthma Management Plans, Health Management Plans, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

General organisational matters relating to first aid will be communicated to staff at the beginning of each year.

### **Care for ill students**

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the First Aid room and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or

an emergency contact person to ask them to collect the student. Parents who collect children from school for any reason (other than emergency) must sign the child out as per the school's process.

### **Students who have ongoing medical conditions.**

Parents are expected to liaise with the classroom teacher, First Aid officer, a member of the office staff and Outside School Hours coordinator with regard to the medical condition and to keep these staff updated.

Students are expected to take increased responsibility for their medical treatment. Where the child cannot do this and the response requires medical intervention, then the parent is responsible – e.g. blood tests, etc.

When the classroom teacher is absent, the Casual Relief Teacher (CRT) will be informed of any children who have ongoing medical conditions and told to refer them to the First Aid room if a medical response is required. A photo of such children with the necessary medical details will be displayed in the First Aid room, in the teacher's office and a copy made available to the CRT.

Where there are dietary restrictions a photo of the child and details will be displayed in the Canteen. The Canteen Manager will inform canteen staff. Similarly with OSHCP.

### **Children who require medication - Refer to the PPPS Medication Policy.**

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury.

### **First aid management**

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student, the following will apply:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Plenty Parklands Primary School will notify parents/carers by sending a note home to parents/carers from Compass.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student.
- Whenever first aid treatment has been administered to a student, Plenty Parklands Primary School will:
  - record the incident in Compass.
  - send home a letter with the child (printed from Compass) indicating the treatment given for an injury or condition.

- An Incident Notification Form will be completed for a student who has a serious injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury. This form will be completed by the teacher who sent the student to First Aid. Upon completion of the form, it will be reported in CASES and then to Worksafe and DET Emergency Services.
- If first aid was administered in a medical emergency, this will be reported to the Department's Security Services Unit on 03 9859 6266.

#### **FURTHER INFORMATION AND RESOURCES**

- Anaphylaxis Policy
- Asthma Policy
- Health Care Needs
- Medication Policy

#### **EVALUATION**

This policy will be reviewed in line with best practice, new legislation and guidelines.

#### **REVIEW CYCLE**

This policy was last updated in **October 2019** and is scheduled for review in **October 2020**.

**Endorsed by School Council on 12 November 2019.**