

# FIRST AID POLICY



## **PURPOSE**

To ensure the school community understands our school's approach to first aid for students. First aid for anaphylaxis, asthma and diabetes is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Diabetes Policy*

## **Rationale:**

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.

## **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 the knowledge and capacity of staff to enable them to provide first aid to at least a level 2 first aid certificate, including CPR, Anaphylaxis, and Asthma management.

## **Guidelines**

It is the Principal's responsibility (or a staff member delegated by the Principal) to:

- alert families to the need for health care plans if students need individual support
- develop, monitor and review the school's health support procedures
- manage health support planning
- involve relevant teachers in health support planning
- manage confidentiality
- ensure staff training requirements are fulfilled
- ensure facility standards are met
- manage document archives

Parents/carers are primarily responsible for the health and wellbeing of their children.

It is the responsibility of parents/carers to:

- provide relevant health care information to the school
- liaise with health professionals to provide care plans which create minimum disruption to learning programs
- assist their children or those for whom they are responsible to self-manage, as much as is safe and practical, their health and personal care needs

## **Implementation:**

### **Staffing**

The Principal will ensure that Diamond Creek Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Diamond Creek Primary School's trained first aid officers include the majority of staff who are trained every 3 years through the school, for Level 2 First Aid. Those who join the staff in the interim are expected to gain or update their qualifications by attending their own course.

## **Training**

- A sufficient number of staff (including ES staff) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- All staff will be provided with basic first aid management training. The operation of the first aid room is a component of the school's induction program.
- Staff will receive two Anaphylaxis, Asthma and Diabetes briefings each year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, anaphylaxis, and diabetes medication will also be given at that time.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective gloves will be available for staff.

## **First Aid Room, Supplies and Resourcing**

- An unlocked, first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in an unlocked cupboard in the first aid room.
- Teachers will at all times carry and use the first aid bag and folder whilst on yard duty.
- A nominated member of staff 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
- The first aid duties will be organised to suit the school's needs. Staff members will be nominated daily for first aid duty as per the duty roster for the treatment of minor injuries and illness.

## **First aid kits**

Diamond Creek Primary School will maintain:

- A major first aid kit, which will be stored in the sick bay.
- A number of portable first aid kits, which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored: in the sick bay.

The staff member designated as the First Aid Coordinator each year will be responsible for maintaining the first aid kits.

## **First Aid Administration**

### **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 sick bay 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.

### **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:

- 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, Diamond Creek Primary School will notify parents/carers by pushing out a Compass Sick Bay notification.
- 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 and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Diamond Creek Primary School will:
  - record the incident on CASES21 (for serious conditions or injuries)
  - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.
- 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 treatments. This is because they can mask signs of serious illness or injury.
- The administration of any medication will be in accordance with the Diamond Creek Primary School's *Distribution of Medication Policy*. A Medication Authority Form must be completed by parents before any medications can be administered by staff.
- No medication, including headache tablets, will be administered to children without the written permission of parents or guardians.
- All medication administered to students will be recorded in the Medication File, kept in the office.
- A confidential register will be kept in the staff room, of all injuries or illnesses experienced by students who require first aid.
- Simple/minor injuries that occur during the recess and lunchtime breaks will be treated by yard duty staff who have basic first aid supplies. More serious injuries or illnesses that occur during recess or lunch breaks will be referred by the yard duty teacher to the first aid room where the designated teacher, trained at Work Place Level 2, will be on duty and ready to treat them.
- All serious injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident, if they cannot be managed on the classroom setting.
- Any children with injuries involving blood must have the wound covered at all times. A supply of protective disposable gloves will be available for use by staff.
- Parents of ill children will be contacted to take the children home.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- Any teacher calling an ambulance must notify the parents and the school office staff.

### **Communication and Documentation**

- At the commencement of each year, requests for updated first aid information will be sent home including requests for any high priority medical forms including asthma, diabetes and anaphylaxis management plans, or any other plans for certified medical conditions. Reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications will be posted throughout the year.
- A log book will be kept in the staff room of all injuries or illnesses experienced by children who require first aid, other than for simple injuries such as scratches and scrapes. This record is to be completed by the staff member on first aid on duty.
- Parents of children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. Parents/ guardians will not be notified when students receive first aid for minor issues e.g. a band aid.
- For more serious injuries/illnesses, the parents/guardians must be contacted by staff so that parents/guardians may organise professional treatment. Any injuries to a child's head, face or neck must be reported to parents/guardian.
- In the case of a head injury considered serious, the parents will be supplied with written notification of the nature of the injury including advice regarding symptoms to look for in their child at home following the injury. This will be accompanied with a parent information sheet regarding the identification and management of concussion.

- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, and/or where a teacher considers the injury to be greater than 'minor' will be reported on Department of Education (DE&T) CASES21 and onto Worksafe or Edusafe as per the DE&T guidelines.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.

### **Camps and Excursions**

- All school camps will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone as per DE&T guidelines.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, and the original stored securely at school.
- Parents are encouraged to discuss the needs of their child with the class teacher or the teachers organising school camps.

### **Anaphylaxis, Asthma and Diabetes**

- Action Plans for Anaphylaxis for all at risk students are stored with their epipens and any other associated medication in the staff room. Refer to the Diamond Creek Primary School Anaphylaxis Policy.
- For children with Asthma, a completed Asthma Management Plan is kept in the First Aid Room student's medical files. Asthma medication is located in the first aid room or in the student's school bag.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- For children with Diabetes, a completed Diabetes Management Plan is kept in the staff room with the child's Diabetes management kit.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year and to new staff upon their arrival at the school. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time, and again in the second semester.

### **Care of ill or injured students**

All students who become ill or injured whilst at school will be cared for. Parents will be contacted to collect their children who are too ill to be at school, or where the level of injury will prevent them from staying at school. While waiting to be picked up, children will be cared for in the classroom or in the school first aid room.

### **References**

This policy should be read in conjunction with the following Diamond Creek Primary School Policies:

- *Administration of Medication Procedures*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Diabetes Policy*
- *Distribution of Medication Policy*
- *Health Care Needs Policy*

### **EVALUATION AND REVIEW**

This policy is listed for review on the school's policy review schedule.