

First Aid

1.0 Rationale

All children have the right to feel safe and well, and to know that they will be attended to with due care when in need of first aid.

2.0 Goals

- 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 administration of first aid.
- To maintain a sufficient number of staff members trained with a Senior First Aid Certificate (often referred to as a Level 2 First Aid qualification).

3.0 Implementation

- The school will ensure sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice (see resources).
- Regular training in emergency first aid, asthma and allergy treatment will be undertaken by all staff as per Department regulations and school needs as required.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- A member of staff is to 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.
- Parents/guardians will provide the school with full medical details of their child, including telephone numbers of at least two emergency contacts. Parents/guardians should ensure that accurate and up to date information is on record in the office at all times, to facilitate emergency contact.
- At the commencement of each year, a request for updated first aid information will be sent home including a request for any asthma management plans, high priority medical forms, 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. Revisions of recommended procedures for administering action plan medication will also be given at that time.
- A confidential up-to-date register located in the first aid room, will be kept of all injuries or illnesses experienced by children that require first aid.
- Classroom CRT packs will include information in relation to students with specific medical needs.
- Parents of children with an emergency procedures plan (ASCIA Action Plan), will ensure this:
 - Sets out the emergency procedures to be taken in the event of an allergic reaction.
 - Is signed by the medical practitioner treating the child.
 - Includes an up to date photograph of the student.
- ASCIA Action Plans are viewed in classrooms, first aid room, specialist classrooms, and staffroom. Action Plan medication is kept in the sick bay in individually labelled insulated containers with a photograph of the student on the outside. Parents are

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responsible for updating medication as it expires. Spare epipens and asthma puffers are kept in the sick bay in the case of an emergency.

- The administration of any medication will be in accordance with the 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 express written permission of parents or guardians. Verbal permission by telephone may be provided in the case of headache tablets, only if written permission is not possible.
- All children who are ill during class time may be sent to the sick bay as long as administration staff are notified and supervision can be arranged. Yard duty teachers will carry basic emergency first aid materials with them at all times, as well as a two-way radio and sick bay passes.
- All injuries or illnesses that occur during recess or lunch breaks will be referred to the teachers on yard duty in the first instance. Once they have been assessed as requiring first aid, they must be handed a green sick bay pass and sent to sick bay for treatment by the staff member on duty.
- Minor injuries only will be treated by staff members on duty. More serious injuries require parents to be notified.
- In the case of severe injury, illness or medical condition, an ambulance will be called and parents contacted immediately. When parents/guardians are not contactable, all emergency contact numbers will be called until direct contact is made. All staff 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 children with injuries involving blood must have the wound covered at all times.
- Parents of all 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. Any injuries to a child's head or face must be reported by telephone immediately to parents/guardians.
- Any student who is collected from school by parents/guardians as a result of an injury and is subsequently 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, or where a teacher considers the injury to be greater than "minor" will be reported on a DET Accident/Injury Form, and entered onto CASES21.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school using the register maintained at the school office.
- All school camps will have at least one Senior First Aid Certificate trained staff member (often referred to as a Level 2 First Aid qualification) at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- 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 are to be taken on camps and excursions, as well as kept at school.



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- This policy must be read in conjunction with the school's Distribution of Medication Policy, Anaphylaxis Policy, Excursions and Incursions Policy and Supervision and Duty of Care Policy.

4.0 Resources

- First Aid Room
- ASCIA Action Plans
- Asthma Management Plans
- Trained staff members
- Medication
- DET Health & Safety Laws
<http://www.education.vic.gov.au/school/students/beyond/Pages/healthandsafetylaws.aspx>
- DET First Aid and Infection Control
<http://www.education.vic.gov.au/school/teachers/management/Pages/firstaidohs.ms.aspx>
- DET School Policy Advisory Guide – First Aid
<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx>

5.0 Review

This policy will be reviewed as part of the school's five year policy cycle, or as required.

6.0 End of Document