

First Aid Policy

RATIONALE:

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

AIMS:

First aid for Anaphylaxis and Asthma are provided for in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

IMPLEMENTATION:

From time to time Mount View 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 Mount View Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Mount View Primary has approximately 50 first aid trained staff.

First aid kits

Mount View Primary will maintain:

- A major first aid crate which will be stored in the health centre.
- 30 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the health centre and gym with yard duty bags stored in the printing room.

School nurses will be responsible for maintaining all first aid kits.

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 health centre during the hours of 10.15-3.15 daily and monitored by the nurse. Outside of these hours, students should be directed to the office. A first aid trained staff member will attend to the student. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

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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 school nurse or 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.
- The health centre will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- First aid kits will be maintained by the school.
- Any children in the sick bay/first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty in the first aid room.
- All staff on the first aid register will be provided with infection control training, including the management of blood spills, and a supply of protective disposable gloves will be available for use by staff.
- No medication will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form. This is available under school documentation; health centre on compass.
- 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 significant/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 with a significant/serious injury, Mount View Primary School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency or the end of the school day) must sign the child out of the school in a register maintained in the school office.

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- 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, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical details and granting 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 a copy kept at school.
- All children attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teachers permission to administer the medications.
- All children with asthma, diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypokits or epipens etc needed to implement their plan at school.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated asthma, diabetes and anaphylaxis 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. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.
- It is recommended that all students have personal accident insurance and ambulance cover.

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 standard first aid treatments. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

ASTHMA POLICY

ANAPHYLAXIS POLICY

REVIEW CYCLE

This policy was last updated on February 2021 and will be reviewed February 2023