



LAKES ENTRANCE PRIMARY SCHOOL

FIRST AID POLICY

Rationale:

Schools ensure the school's first aid needs are met by providing trained first aid staff, first aid rooms, asthma kits, major first aid kits, portable first aid kits and procedures for managing blood spills and bleeding students, syringe disposal/injuries, safely under the provisions of the Occupational Health and Safety Act 2004 and the Department First Aid and Infection Control advice.

School Staff and principals must be familiar with the school's first aid procedures.

All students need know they will be attended to with due care when in need of first aid.

Aim:

To ensure schools meet their duty of care needs to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities at school or on approved school activities.

- To administer first aid to students 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.
- First aid involves emergency treatment and support to:
 - preserve life through:
 - clearing and maintaining open airways
 - restoring breathing or circulation
 - monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
 - protect a person, particularly if they are unconscious
 - prevent a condition worsening
 - promote recovery.

Note: The goal of first aid is not to diagnose or treat the condition.

Implementation:

- A sufficient number of staff to be trained to a level 2 first aid certificate, and with up-to-date CPR and Anaphylaxis qualifications. Where possible, first aid should only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.
- Ensure that there is always a trained first aid staff member who can assist an injured or ill person.
- All school camps will have at least one Level 2 first aid trained staff member at all times.
- A first aid room 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 requirements for students with identified health care needs eg: asthma, anaphylaxis, should be explained in the Student Health Support Plan, Anaphylaxis Plan or Asthma Management Plan.
- Classrooms will be provided with band aids and sting aid.
- A supply of medication for staff use will be available in a locked cupboard in the First Aid room.

- Injuries or illness that occur during class time, recess or lunch breaks will be referred to the administration staff who will manage the incident.
- A confidential up to date register of all injuries or illnesses experienced by students that require first aid will be kept in the First Aid room along with a copy of students with identified medical conditions. Students with identified anaphylaxis will have a copy of their signed Anaphylaxis Management Plan with a current photograph of the student displayed in the First Aid room.
- Parents of students who receive first aid will receive a completed form indicating the nature of the injury, treatment given and the name of the staff member providing the first aid. For more serious injuries /illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. All head, face or back injuries must be reported to parents/guardians.
- 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.
- Any student with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of the parent/guardian.
- Any student who is collected from school by parents/guardian 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 or where staff considers the injury to be greater than “minor” will be reported on DEECD Accident/Injury form LE375 and entered into CASES 21.
- Parents of ill students will be contacted to take the student home.
- Parents who collect students from school for any reason (other than an emergency) must sign the student out of the school in a register maintained in the school office.
- All staff must have the authority to call an ambulance immediately in an emergency. If the situation and time permit the staff member may confer with others before deciding on an appropriate course of action.
- A comprehensive first aid kit will accompany all camps, excursions along with a mobile phone.
- All students attending camps or excursions will have provided a signed medical form providing medical details and giving teacher’s 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 the camps and excursions as well as kept at school.
- All children especially those who have a documented asthma management plan will have access to Ventolin and a spacer at all times.
- 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.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for 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.
- The first aid room should allow for short term supervision and the ability to summon further assistance if required. The level of supervision required in the first aid room varies depending on the case eg; supervision should be provided for a student with a blow to the head but may not be required for a student with a slight headache who needs to lie down.
- Schools can 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 from any landline in Victoria.

Evaluation:

Evaluation of this policy will be carried out by the School Council as part of the three yearly cyclic review process, or beforehand, if a significant issue arises.

Reviewed: March 2018

Signed:

Principal

School Council President