

LALOR EAST PRIMARY SCHOOL FIRST AID POLICY

School Council has legislative obligations to manage risk prevention, avoid injuries and to provide effective care in an event of any illness or injury. First aid procedures are to be clearly defined to provide emergency care for the injured or ill. The *Occupational Health and Safety Act 2004, First Aid in the Workplace* requires school students to be provided with awareness of safety issues and first aid as part of their personal development.

Principles

- Provide comfort and first aid treatment to injured or ill students, staff or visitors.
- Adequate training and resources are to be provided to effectively deliver first aid in an event of sudden illness or injury to students, staff or community members on school grounds.
- Encourage preventative measures, which include the development of procedures to minimise emergency situations and to promote safety awareness.
- Communicate injury or illness information to parents, siblings and/or next of kin.
- First aid is to be a part of a comprehensive health education program for students as outlined in the AusVels under Health and Physical Education.

Implementation Guidelines

Duty of Care

- All staff to maintain first aid Level 1 or 2 qualification(s) via triannual re-accreditation and a list of those with Level 2 accreditation is displayed in the staffroom, main office, sickbay, science room and MPC.
- All staff will undergo CPR and anaphylaxis training each year
- Staff members on duty will provide first aid treatment for minor injuries and illnesses during lunch and recess breaks.
- Minimum of one qualified first aid supervisor available to assist injured or ill persons. For more serious injuries/illnesses a Level 2 First Aider must be consulted.
- All staff to follow the LEPS First Aid Procedures Flowchart for dealing with injuries in the yard.
- Small first aid kit to be carried by all yard duty supervisors to treat minor injuries.
- Injuries in the yard will be reported to yard duty teacher(s) who will manage the problem, in accordance to the LEPS First Aid Flowchart and if necessary they will refer students to the staffroom from where they'll be sent to sickbay.
- Staff will adhere to DEECD guidelines at all times applicable to management of the school yard, excursions, camps and water activities.
- A mobile phone will be taken on excursions and camps in case of emergencies.
- Emergency contact numbers for students are to be taken on excursions, camps and sporting events along with any relevant medication i.e. Epipens and Asthma puffers.

Responsibilities

- The delegated Educational Support Staff member will ensure the Sickbay is adequately stocked, fully functional and kept clean. Assistance of all the staff in providing a comfortable and safe environment is expected.
- The delegated Educational Support Staff member will ensure portable first aid kits are kept stocked for yard duty, excursions and camps.
- Grade 5/6 monitors will be responsible for restocking classroom first aid kits each week.

- Student Welfare Coordinator will provide a list of students known to have allergies or other major illnesses to relevant teachers. This list will include student's normal medical program and medicines to be used when symptoms develop or in time of crisis.
- Assistant Principal will ensure that all students have access to first aid facilities as required, will alert all staff about DEECD directions related to first aid.

Parental Obligations

- Parents/carers have the responsibility to provide the school with details of all known allergies, health risks and other major illnesses.
- Parents/carers have the responsibility to provide the school with current contact information for themselves and any emergency contacts.
- Asthma Management forms will be issued at the commencement of each school year. The original documentation provided to the school will be kept in Sickbay and a copy of the documentation given to the class teacher.
- Anaphylaxis Action Plan/Diabetes/chronic medical condition forms will be updated each year with copies displayed in sickbay, office, staffroom, canteen, breakfast club, specialist classes and the individual child's classroom. The originals will be kept in the Assistant Principal's office.
- Parents are required to provide signed authority forms for all excursions and camps deeming the teacher in charge to take all necessary steps to aid the ill or injured. If necessary, parents should be contacted immediately if a student is injured. Medical assistance will have to be called, or medicines administered under teacher supervision if parents or emergency contact cannot be made.

Procedures for injuries or illnesses

- Students with injuries or illnesses in class will report to the Main Office with a note/phone call indicating ailment. The office staff will contact of parents if deemed necessary.
- Incidents/Accidents/Injury/Illness must be recorded in First Aid book; forms must be fully completed.
- Parents are to be contacted via telephone if a child receives an injury to the head or any other serious injury by the staff on First Aid duty.
- For serious injuries the Cases21 Incident Notification Form [located in green folder] is to be completed and the Principal and/or Assistant Principal should be notified.
- If a staff member is injured then the details need to be entered on EduSafe.
- Office Staff will administer medication to students only if written parental consent has been given. Medication is to be stored in a locked cupboard and clearly labelled in the sickbay excluding medication students must have close at hand (asthma inhaler).
- The class teacher and siblings will be informed if a student who is injured or unwell is sent home.
- Family contact details will be kept in the general office and administration staff will assist with contacting parents/emergency services.

Evaluation

Effectiveness of the First Aid Policy will be determined through observation, school community feedback (including emergency services) and staff training performance indicators.