

SCHOOL FIRST AID POLICY - September 2019

Purpose

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.

Scope

- To administer first aid and provide appropriate treatment for children when in need in a competent and timely manner
- Provide a safe environment to minimise injuries to students
- To ensure proper care, including pastoral care of injured students
- To ensure a sufficient number of staff (including at least one administration staff member) will have completed the 'Provide First Aid' HLTAID003 course and with up to date CPR qualifications.

Policy

Staff training

- Staff to be provided with professional development on 'Provide First Aid' HLTAID003 course every three years and CPR annually.
- All school camps will have at least one staff member who has completed 'Provide First Aid' HLTAID003 course in attendance.
- For the safety of staff and students and to minimise cross-contamination, all staff will be provided with knowledge of basic Biohazard Management skills, (for vomit and blood spills) including knowledge of where Bio-Waste Absorbent Powder and protective disposable gloves are stored and available for use in First aid room.

Injuries and illnesses

- All injuries to students must be assessed and attended to in a timely manner.
- All children who receive first aid treatment will have the illness/injury documented on Compass using the First Aid Chronicle by the staff member providing first aid, indicating the nature of the injury, any treatment given and the name of the person providing the first aid.
- Children with minor injuries will be treated by staff members on yard duty and/or first aid duty first, whilst more serious injuries, including those requiring parents to be notified or where it is suspected that treatment by a doctor is required
- For any serious injuries/illnesses, the administration staff must contact the parents/guardians so that professional treatment may be organised.
- Any injuries to a child's head, face, neck or back must be reported to parents/guardian by phone where possible and requires separate documentation which must be entered into CASES21.
- Any children with injuries involving blood must have the wound covered at all times.

School Procedures - First Aid Room

- A member of staff is to be appointed First Aid Coordinator. The Coordinator will be responsible for the purchase and maintenance of first aid supplies, checking and restocking yard duty bum bags contents, ice packs and their covers, the portable first aid kits, and the general upkeep of the first aid room.

- Supervision of the first aid room and supervision of the yard will be part of the weekly duty timetable published on Compass. Any children in the first aid room will be supervised by a staff member at all times. Children should not be in the First Aid room unless receiving treatment/being supervised.
- All injuries that occur during class time will be referred to the administration staff who will manage the incident. All injuries that occur during recess or lunch breaks will be referred to the teacher on yard duty first for initial assessment, before being referred to the staff member on first aid duty.
- Where necessary, a handover procedure will occur from office staff to classroom or specialist teacher.
- No child will be left unsupervised in the first aid room after recess or lunchtime breaks.
- An up-to-date confidential register regarding injuries or illnesses experienced by children requiring first aid will be kept on Compass.
- A first aid room and first aid kits will be available for use at all times. An appropriate supply of basic first aid materials will be stored in a cupboard in the first aid room. Regular checks and restocking of the first aid supplies will be conducted by the First Aid Coordinator. All staff are responsible for reporting low stocks or out of date stock to the Co-ordinator that has come to their attention to assist in this process.
- First Aid kits containing approved items to be taken on all excursions, camps and sporting events off-site. All kits to include Ventolin. On an out of school excursion, the teacher in charge will ensure that any student with an allergy has their Anaphylaxis kit collected from the staffroom.
- Copies of Asthma and Anaphylaxis Management Plans and associated medications are provided by Parents/Guardians and are to be kept in the first aid room or office area. Unless a specific Asthma Management Plan has been provided for the child, their Asthma will be managed according to the Victorian Schools Asthma Policy for Asthma First Aid (See Asthma Policy)

Medication

- No medication, including headache tablets or alternative medicines, will be administered to children without the express written permission of parents or guardians. Parents can download the Administration of Medications Policy which includes a medication administration form from school web page or collect from office to fill out.
- There are 5 Rs to take into consideration when handling and administering medication for students.
 - Right Medication
 - Right Person
 - Right amount/dosage
 - Right times for administering
 - Right expiry date on medication

Monitoring and Reporting

- The location of all incidents resulting in serious injuries must be recorded by the staff member in attendance, to enable potentially unsafe areas or equipment to be identified within the school. Any potentially dangerous areas or equipment are to be recorded in the hazard register whether or not an injury has occurred. Serious accidents or injuries are to be investigated by the Principal or delegate. This may result in modifications to a work or play area.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Region and DET Emergency and Security Management Branch immediately on (03) 9589 6266 and reference should be made to the school's Incident Management Policy.

- The Principal must ensure the School Council president is informed of serious injuries suffered by student e.g. broken bones, sutures, ambulance required, hospitalisation etc.

Parents

- Parents have a duty of care not to send ill children to school and to notify the school of any medical condition applicable to their child that staff may be required to deal with.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any 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.

This policy may be read in conjunction with the school's Anaphylaxis, Asthma, Administration of Medications and OH&S Policies.

Evaluation

This policy is a requirement under the Victorian Registration and Qualifications Authority [VRQA] Minimum Standards.

This policy will be reviewed every four years as part of the school policy review cycle, following changes to Departmental legislation and guidelines or at times that the Principal forms the opinion that the policy warrants a review.

Ratified by School Council: 10 September 2019

Due for Review: September 2023

Ref: School Policy and Advisory Guide – First Aid