

## First Aid Policy

March 2020

---

### Rationale

All students 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.

### 1. Aim

#### **Moorabbin Primary School will:**

- Administer first aid to students when in need in a competent and timely manner.
- Communicate student's health problems to parents when considered necessary.
- Provide supplies and facilities to cater for the administering of first aid.
- Maintain a sufficient number of staff members trained with a level 2 first aid certificate.
- Record serious incidents/accidents in CASES 21 on the yellow CASES 21 Incident Notification Form.

### 2. Implementation

- All staff to be trained to a level 2 first aid certificate including up-to-date CPR qualifications and anaphylaxis
- 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.
- Basic First aid supplies are available in each classroom of the school.
- Any student(s) in the first aid room will be monitored by administration staff during class time or a staff member allocated to first aid duty during recess/lunchtime. The red light above the door in the first aid room will be turned on when a student is in the first aid room.
- Any minor injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. During recess or lunchtime staff on yard duty will wear fluorescent vests for ease of identification and waist-packs with basic first aid supplies. In the case of injury, the staff member on yard duty will evaluate the situation and either assist the student or send the injured student, with a 'First Aid' card to the office.
- For minor injuries the student will be assisted to the first aid room where first aid will be administered.
- For more serious injuries-including those requiring parents to be notified or where treatment by a doctor may be required- a level 2 first aid trained staff member will be contacted to provide first aid.
- In the case of a more severe injury the student should be treated at the scene of the injury.

- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by students that require first aid.
- All staff will be provided with basic First-aid management skills, including blood spills, CPR and anaphylaxis (see relevant policies). A supply of protective disposable gloves will be available for use by staff.
- Minor injuries will be treated by staff members on duty. Any students with injuries involving blood must have the wound covered at all times. The first aid principles may mean that a wound may not be able to be fully cleaned at school and that antiseptic is unable to be applied.
- No medication (including headache tablets) will be administered to students without the written permission of parents/guardians via the Medication Permission Form. Medications will be stored by administration staff unless refrigeration is required whereby they will be stored in the refrigerator in the staff room. The only exception to this is asthma medication such as Ventolin, which may be carried by students or kept in their bag as long as staff are aware.
- Parents of all students who receive first aid will receive a completed First Aid Notification Form indicating the nature of the injury/illness, any treatment given, and the name of the teacher 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. Any injuries to a student's head, face, neck or back must be reported to parents/guardian.
- Any student who is collected from school by parents/guardians 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 a teacher considers the injury to be greater than "minor" will be reported on DET Accident/Injury form LE375, and entered onto CASES21.
- Parents of ill students will be contacted to take the students home.
- Students who have vomited should remain home for 24hrs to contain any virus or bacterial infection.
- Parents who collect students from school for any reason (other than emergency) must sign the student out of the school in a register maintained in the school office.
- All staff members have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.
- All school camps will have at least 1 Level 2 First aid-trained staff member at all times.
- A comprehensive first aid kit will accompany all camps/excursions, along with a mobile phone. A comprehensive first aid kit will have a list of contents and be kept fully stocked.
- All students attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should the need arise. Copies of the signed medical forms are to be made. One set is to be taken on camps and excursions, while the other set remains at school.
- All students, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.

- The nominated First Aid Co-ordinator 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 any asthma, epilepsy, diabetes and anaphylaxis management plans or high priority medical forms. Throughout the year there will be reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications. These will also be stated in the Prep Handbook.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. This includes importance of yearly first aid updates for students, Medication Permission Forms, copying signed medical forms for excursions/camps and responsibilities of staff. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.

### **3. Evaluation**

This policy will be reviewed every four years according to the policy review structure implemented by the Education Committee.

### **4. Resources**

- Documentation resources from the DET website.
- Websites:
  - Asthma – <https://www.asthmaaustralia.org.au/vic/home>
  - Diabetes – <http://www.diabetesvic.org.au/>
  - Anaphylaxis – <https://allergyfacts.org.au/>