



FIRST AID

POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the front office by calling (02) 60591955.

PURPOSE

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

SCOPE

First aid for anaphylaxis [and asthma] [is/are] provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy
- This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

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

Our school's trained first aid officers are listed on the First Aid summary sheet that is displayed in the sick bay. The school also maintains a First Aid training register that is updated annually.

This list is also reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Melrose Primary School will maintain:

- A major first aid kit which will be stored in the sick bay.
- The school also has 8 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the sick bay area.

Sarah Spalding will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [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 sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid room/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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:

- 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.
- A first aid room is equipped with a comprehensive supply of basic first aid materials.
- Basic first aid kits are included in a folder carried by teachers on yard duty. This folder also contains first aid passes for children to enter the building as well as an "SOS" card to communicate urgent first aid assistance required.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All first aid staff will be provided with basic first aid management skills, including handling of body fluids. All body fluids e.g. blood spills, vomit etc. must be treated as potentially infectious and require the use of gloves.
- Only minor injuries will be treated by staff members on yard duty and children requiring further treatment will be sent to the first aid room with a pass. Serious injuries (including those requiring parents to be notified or suspected treatment by a doctor) require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times
- No medication (including paracetamol) will be administered to children without written permission of parents or guardians and supported by written advice of a medical practitioner on a Medication Authority Form. Analgesics such as paracetamol can mask signs and symptoms of serious illness or injury and will not, therefore, be administered by the school as a standard first aid strategy.

- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians will be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back will 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 CASES.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out on the IPAD at the front office.
- All staff members have the authority to call an ambulance immediately in an emergency.
- If a child is hospitalised overnight Workcover will be informed.
- 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, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children, especially those with 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 ongoing 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 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. Revisions of recommended procedures for administering asthma medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.
- Staff will be trained and updated in the use of the EpiPen should there be anaphylaxis within the school. This will be in accordance with the Anaphylaxis Management Policy.
- The photo and treatment plan of all students with a life threatening medical condition will be displayed in the staff room and included in yard duty/CRT folders.
- A Student Health Support plan must outline the individual first aid plan for a student with an identified health care need. This will include information from the student's medical practitioner.
- The first aid room is staffed by our qualified Education Support Staff during breaks. Children in the first aid room will be supervised by a staff member at all times.

- 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 minor injury or condition, Melrose Primary School will notify parents/carers by sending a note home with the student.
- If first aid is administered for a 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 is administered to a student resulting from a student incident, injury or illness, Melrose Primary School will:
 - record the provision of first aid treatment in the carbon copy book in the sick bay area. The incident is also recorded on SIMS.
 - if care was provided in response to a medical emergency or reportable incident, follow the Department’s Reporting and Managing School Incidents Policy, including reporting the incident to the Department’s Incident Support and Operations Centre on 1800 126 126 where required to under that policy.
- In accordance with Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury. For further information refer to the Department’s Policy and Advisory Library: Medication

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed:	June 2023
Approved by:	Principal
Next scheduled review date:	June 2026

This policy was last ratified by School Council on :

June 2023

First Aid Procedure

Appendix 1: Management of Students with head injuries:

1. Manage the injury in accordance with First Aid training.
2. Adhere to first aid procedures. E.g. Document injury in carbon copy book.
3. Determine if leadership intervention is required. "Was the child hit by another student"?
4. PARENT/GUARDIAN MUST BE CONTACTED!
5. First aid to refer to leadership if they do not feel comfortable to call.
6. First aid to follow up with leadership to check that the call has been made.
7. First aid to continue to monitor student and make decision in consultation with parent/guardian as to what the next step will be (Stay at school/go home/call ambulance).