



Melrose Primary School

FIRST AID

POLICY

Rationale:

- First aid is defined as emergency treatment and support provided to students who suffer injury or illness while at school or on an approved school activity (4.5.5 Student Health DET).
- 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.
- Parents/carers retain primary responsibility for ensuring that the school has relevant health care information about their child. This information will be kept confidential.

Aims:

- To administer first aid to injured or ill children in a competent and timely manner.
- To communicate children's health problems to parents as a result of injury or illness.
- 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.

Implementation:

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate including up-to-date CPR qualifications.
- 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.
- 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.
- All injuries or illnesses that occur during class time will be referred to the administration staff for first aid treatment or response.
- 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.



Melrose Primary School

- 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 of the school in a register maintained at the front office.
- All staff members have the authority to call an ambulance immediately in an emergency.
- Staff will notify Security Services Unit should an ambulance be called.
- 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.



Melrose Primary School

- 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 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.
- 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 land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#).

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle or as DET Student Health guidelines are updated.

Reference

Ref: <http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

This policy was last ratified by School Council on....

3rd May 2017

School Council President..... Paul Barker