



# Mt Eliza Primary School

## First Aid Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact our office, 03 9787 1385.

Policy review team members: Pauline Collins, Dean Charge, Deb Gardener, Jane Herring, Carolyn Smith, Kim Wheeler, Bev Harvey, Michelle Polley

This policy was last noted by School Council on 21/6/2021

## Rationale

To ensure the school community understands our school's approach to first aid for students. All children have the right to feel safe and well, and know that they will be attended with due care when in need of first aid.

## Aims

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- 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

From time to time Mt Eliza PS 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 and Training

- A sufficient number of staff (including at least 1 Administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications. The number of trained staff will be in line with the requirements set out in the First Aid Risk Assessment document. Every year the Level 2 First Aid accredited staff complete their Level 2 First Aid accreditation, CPR and Anaphylaxis management training.

Mt Eliza Primary School's trained first aid officers are:

- Marie Boundy, October 2020
- Madeleine Bryan, October 2020
- Karen Stewart, October 2020
- Sathiya Veerappan, October 2020
- Javette Westlake, October 2020
- Nicole Chester, October 2020

- First aid staff will be provided with infection control training, including the management of blood spills and a supply of protective disposable gloves will be available for use by staff.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permits, attending staff should confer with others before deciding on an appropriate course of action.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year and as required. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.



- Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

### First Aid Kits and Room

- A sick bay/first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room. The contents will be purchased according to the First Aid Kits Contents Checklist document.
- The First Aid Officer 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.
- First aid kits will be maintained by the school First Aid Officer.
- 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.
- Eight portable first aid kits which may be used for excursions, camps or yard duty. The portable first aid kits will be stored in the First Aid room.

### Care Of Ill Students

Students who are unwell should not attend school.

- Any children in the sick bay/first aid room will be supervised by a staff member.
- Injuries or illnesses that occur during class time can be referred to the level 2 first aid trained staff who will manage the incident.
- Injuries or illnesses occurring during recess or lunch breaks, that require first aid, will be referred to the first aid room.
- Any children with injuries involving *blood* or broken skin must have the wound covered.
- *Minor injuries* only (such as scratches) will be treated by staff members on duty.
- For *serious injuries/illnesses*, the parent/guardian will be contacted by the First Aid staff so that professional treatment may be organised.
- Injuries sustained to a child's *head, face, neck or back* will be reported to parent/guardian by phone.

### 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.
- 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, Mt Eliza Primary School will attempt to notify parents/carers or emergency contacts by phone 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.
- Parents who collect children from First Aid will sign the child out of the school in the Sentral Kiosk maintained in the school office.
- Medication will be administered to children only with the express written permission of parents or guardians using the appropriate Medication Authority form as per the Medication policy.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch

immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and online and CASES21. Reference should be made by staff to the school's Critical Incident Plan.

- All children with asthma, diabetes or anaphylaxis, are required to present the school with a management plan prepared by their treating practitioner, and to provide the school with the asthma medications, hypokits or epipens, etc needed to implement their plan at school.
- Each year requests for updated first aid information will be sent home to parents of children with asthma, diabetes, high priority medical needs and anaphylaxis management plans.
- It is recommended that all students have personal accident insurance and ambulance cover.
- In accordance with guidance from the Department of Education and Training, 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.

### School Camps & Excursions

- All school camps will have at least one Level 2 first aid trained staff member at all times.
- Camp and/or excursion coordinator will ensure a comprehensive first aid kit will accompany all camps and excursions, along with staff mobile phones.
- All children attending camps or excursions will have provided a signed medical form providing medical details and granting teacher's permission to administer medication and contact a doctor or ambulance should instances arise where their child requires treatment. The signed medical forms to be taken on camps and excursions.
- A copy of all camp medical forms from children attending each camp will be kept at school, whilst the camp is being undertaken.
- When students are involved in a local excursion, the classroom teacher is responsible for ensuring that any individualised medication is taken from the first aid room (e.g. Epipen container or asthma medication)

First aid for anaphylaxis and asthma provided for in our school's:

- Anaphylaxis Policy
- Medication Policy
- Asthma Policy

### Communication

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

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request

## Evaluation

This policy will be reviewed as part of MEPS four-year review cycle

Policy last reviewed

21/6/21

Consultation

Consultation occurred with the school council.

Approved by: Dean Charge, School Council President

Signature:

|                            |   |
|----------------------------|---|
| Approved by                | Principal, Kim Wheeler<br> |
| Next scheduled review date | 06/06/25  |