

First Aid Policy

Rationale:

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.

The purpose of this policy is to ensure the school community understands our school's approach to first aid for students.

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Diabetes 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 Ormond 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.

Aims:

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health concerns to parents when it is 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:

Staff:

- 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 and Anaphylaxis Management qualifications.
- Our school's trained first aid officers are listed in our Emergency Management Plan (EMP) and their expiry dates of training are recorded. This list of trained staff is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.
- All staff will be provided with Anaphylaxis Management and infection control training, including the management of blood spills.

A supply of protective disposable gloves will be available for use by staff.

- 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 on EduSafe and reference should be made by staff to the school's Incident Management policy.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher 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. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year.

First aid kits:

Ormond Primary School will maintain:

- A major first aid kit which will be stored the Medication Room.
- Seven portable First Aid Kits, which may be used for excursions, camps, interschool sports or yard duty. The portable First Aid Kits are stored in the Medication Room.

The Office Assistant 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 the front office for 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.

Treatment/Sick Bay:

- 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 the first aid room.
- Any children in the sick bay/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 level 2 first aid trained staff who will manage the incident. All

injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty in the first aid room.

- Minor injuries only (such as scratches) will be treated by staff members on duty, while more 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 or broken skin must have the wound covered at all times.
- The office assistant 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.
- 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, parents/carers will be phoned.
- 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.

Administration:

- 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.
- No medication will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form. Headache tablets will not be administered by the school
- Parents of all children who receive first aid in the Sick Bay 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 must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child’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 the treating first aid teacher considers the injury to be greater than “minor” will be reported on Department of Education’s Incident Notification form and entered onto CASES21.

- Parents of ill children will be contacted to take the children home.
- All children with asthma, diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypokits or epipens etc needed to implement their plan at school.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated 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.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.
- 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.

Note : 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](#)

Camps and Excursions:

- All school camps or excursions will have at least one 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 details and granting teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment.
- Copies of the signed medical forms are to be taken on camps and excursions as well as a copy kept at school.
- All children attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teachers permission to administer the medications.
- A member of staff 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.

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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
- Included in staff handbook
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- 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:

Related Policies;

Anaphylaxis Management
Asthma Management
Diabetes
Duty of Care
Excursions and Incursions
Health Care Needs
School Camps
Medication
Staff Induction

Renewal and Approval:

This policy will be reviewed as part of the school's three year cycle or as required.

Policy last reviewed	October 2022
Approved by	Principal School Council
Next scheduled review date	2025/2026

Ratified by School Council October 2022

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