

POLICY

First Aid

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.

The school has employed a school nurse who has the essential skills and knowledge specific to health and wellbeing issues. As well as a number of Level 2 First Aid trained staff members at the school.

Aim:

- To have the school nurse and a well set up First Aid Bay to effectively administer first aid to students in need, in a competent and timely manner
- To effectively communicate student health issues to parents/guardians 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
- To ensure the school community understand our school's approach to first aid for students

Scope:

- First aid for anaphylaxis and asthma are provided for in the school's anaphylaxis and asthma policy.

Implementation:

Background

- Each school term, requests for updated first aid information will be sent home including requests for any asthma, epilepsy, diabetes and anaphylaxis action plans, high priority medical forms, and reminders to parents/guardians of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organizational matters relating to first aid will be communicated to staff at the beginning of each year, and as required, throughout the year.
- Each classroom will have displayed a Medical Conditions List of their specific students with medical conditions. This will also include a student photo for easy identification. This list will also be copied and placed in the class red first aid bag.

Training

- Staff will undertake annual, initial and refresher training of recommended procedures for administering asthma, epilepsy, diabetes and anaphylaxis medication.
- A sufficient number of staff representation from each section of the school will be trained to a Level 2 first aid certificate, and all staff will have up-to-date CPR qualifications. Level 2 First aiders include all team leaders, Physical Education teacher and base room teachers.
- All staff will be provided with basic first aid management skills, including blood spills, and cross infection supplies including protective disposable gloves for staff use.

Resources

- Red First aid bags are located in each classroom, specialist room and PE Hall. These first aid bags contain Ventolin, spacers & masks, a resuscitation mask, bandages, dressing pads, bandaids, disposable gloves, saline solution, cleansing wipes and the classroom's Medical Conditions List.
- Red first aid bags are to be taken when the class travels to an excursion.
- The school nurse will be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and general supplies
- Staff of each classroom will be responsible for ensuring that First Aid Kits are stocked according to the first aid bag check lists that will be sent out each term.

Implementation

- All injuries or illnesses that occur during class time will be managed by classroom staff, and/or the school nurse.
- All injuries or illnesses that occur during recess or lunch breaks will be managed by staff on yard duty and/or the school nurse.
- Any students with injuries involving blood must have the wound covered at all times.
- Parents/guardians of all students who receive first aid will receive an illness/Injury Parent Notification form, indicating the nature of the injury, any treatment given, and the name of the staff member or school nurse providing the first aid.
- For more serious injuries/illnesses, the parents/guardians must be contacted by the class teacher, Learning Leader, or school nurse so that professional treatment may be organised if required. Any injuries to a student's head, face, neck or back must be reported immediately to parents/guardians.
- If a parent/guardian is unable to arrange pick up of an injured student, the Principal or their nominee will take responsibility of ensuring continuous observation and monitoring and will arrange appropriate medical or surgical attention as may be deemed necessary by a medical practitioner.
- Any injuries to students will be reported on Department of Education and Training (DET) Accident/Injury form LE375, and entered onto CASES.
- If first aid was administered in a medical emergency, report the incident to the DET Incident and Operations Centre on 1800 126 126 .
- All injuries to Staff, CRT staff, Parents, Visitors to the school, Contractors etc. will be reported through Edusafe.
- Parents/guardians of ill students will be contacted to take the student home
- All staff have the authority to call an ambulance immediately in a medical emergency. However if in the school, staff are to follow the school protocol by phoning '51' and stating "Code Blue" and their location. This will inform all non-teaching staff, including school nurse and leadership, that they are required to attend the code's location.

Managing Ill Student at School

- If a student presents or becomes unwell at school call the school nurse on 0413977036. If the school nurse is unavailable then contact the relevant Learning Leader.
- If the student's illness pertains to a specific action plan, follow the treatment on the plan.
- Staff to monitor ill student closely or alternatively accompany the ill student to first aid room and supervise accordingly.
- If the student presents with vomiting and/or diarrhoea, or an infectious illness is suspected staff to remove student from the close proximity from others.

- Note: for vomiting or diarrhoea, exclusion from school if student has had x3 or more loose bowel movements and/or vomits in a 24 hour period. They are to be excluded from school until 48 hours after their last symptom.
- Parents/guardians informed and arrangements for early pick up are made if necessary. An Illness/Injury Parent Notification form is completed, with the pink copy going home in the student diary.
- If relevant, staff, school nurse or team leader to discuss further management/treatment with the parent/guardian of the ill student.
- Follow-up by staff, school nurse, or team leader the following day if relevant or required.

Medication

- No medication including paracetamol will be administered to students without written consent and specific instructions from parents or guardians. This consent is provided on a Medication Authority Form.

Excursions

- When “First Aid” is an identified requirement on an excursion, the teacher has a “duty of care” to all students and as such must make judgements and decisions based on the needs of the group together with the injured student when following the processes within this policy.

Camps

- All school camps will have at least 1 Level 2 First Aid trained staff member in attendance.
- A comprehensive first aid bag will accompany all camps, along with a mobile phone and adrenaline auto-injectors for general use.
- All students attending camps or excursions must provide medical consent forms detailing relevant medical information and the provision of written consent for teachers to contact a doctor or ambulance in the event of a medical emergency. Copies of the medical consent forms will be taken on excursions and camps as well as kept at school.

Further Information and resources:

- Please see the following policies on Sharepoint:
 1. Anaphylaxis policy
 2. Asthma Policy
 3. Medication policy
 4. Health care needs policy

Review Cycle and Evaluation:

This policy will be evaluated as part of a 3 year cycle of policy review
 This policy was last updated on 7th May 2020 and is scheduled for review in May 2023.
 Reviewed by J. Buttigieg (RN Division 1)

Version: Final

‘Sunshine SDS is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices heard about decisions that affect their lives’.

