



First Aid Policy

Background

At Huntingdale Primary School 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. The school has a duty of care to ensure it develops appropriate protocols in administering first aid. Staff are sometimes asked by parents to administer medication for their children while at school. Parents, students and school staff need to understand the processes and protocols involved with this.

Purpose

To:

- Ensure that staff, parents and students are familiar with the school's first aid procedures.
- Administer first aid to children when in need in a competent and timely manner and within the limits of their skill, expertise, training and responsibilities.
- Ensure the medications are administered appropriately to students in our care.
- Communicate children's health problems to parents when considered necessary.
- Provide supplies and facilities to cater for the administering of first aid.
- Maintain a sufficient number of staff members trained with a Level 2 First Aid certificate.
- Ensure the school is compliant with first aid policies and procedures as outlined in the *School Policy and Advisory Guide*
<http://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx>

Implementation

- The Principal has the overall responsibility of implementing this policy and will delegate roles and responsibilities to other staff members in regards to first aid management.
- This policy works in conjunction with the school's anaphylaxis and asthma policies as well as the Department of Education and Training's (DET) Occupational Health and Safety Guidelines.

Staff Training

- The school will ensure that it keeps a sufficient number of staff who are trained with Level 2 First Aid.
- At the commencement of each year all staff will participate in refresher training in first aid management, infection control, management of cuts and abrasions CPR and asthma.
- As per DET guidelines anaphylaxis updates will occur twice yearly.
- General organisational matters relating to first aid will be communicated to all staff at the beginning and throughout the year as necessary.

Register of Staff Trained in First Aid

- As per DET Occupational Health and Safety Guidelines, the school will maintain a First Aid Summary Sheet detailing the staff who are first aid trained.
- These will be displayed in each of the main buildings, the health centre and OHS noticeboard.

Record of Student Medical Conditions and Management

- It is the responsibility of parents to inform the school:



- A child's medical condition.
- Communicate any changes to their child's health that could affect them at school.
- Provide any medication needed to be taken by the child (and fill in the correct forms- see below).
- Provide copies of any health plans to the school (e.g. asthma management, anaphylaxis).
- Of any changes to their contact details in a case of a medical emergency.
- The school will keep up to date records of each child's medical condition using CASES21.
- 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.
- Teachers will be provided with a class list of student medical conditions in a report generated on CASES21 and this will be kept in the roll and also the emergency evacuation bag.
- All students who have health plans (e.g. anaphylaxis) will have them displayed in their classroom and the health centre and copies located in all roll folders.
- Any changes/updates to any students' medical condition will be updated to all staff.

First Aid Risk Management

- A Health Centre located in the administration building will be available for use at all times.
- A staff member will be allocated the role of maintenance and upkeep of the Health Centre including purchasing of supplies.
- A comprehensive supply of basic first aid materials including a sharps container will be stored in the health centre according to the DET's *First Aid and Infection Control Procedure*.
- The school will provide:
 - Asthma Kits
 - Major first aid kits
 - Portable first aid kits
 - Boxes for student medications (e.g. anaphylaxis)
 - Basic first aid supplies in yard duty bags
- A stocktake of first aid materials will be conducted using DET's *First Aid Contents Checklist*.
- Each classroom will be equipped with a 'vomit kit' (including gloves, kitty litter) and band aids to treat minor cuts.
- On display in the Health Centre will be student medical alerts (e.g. anaphylaxis) and first aid procedural posters. Folders will contain CASES student grade lists and medical information. This will be regularly kept up to date.
- All student medications will be checked to ensure that they are in date. Parents will be contacted when medications are out of date and need replacing.
- Students will have access to Ventolin and a spacer provided by the school.

Camps and Excursions

- All school camps and excursions will have sufficient first aid trained staff attend.
- 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 to be taken on camps and excursions, as well as kept at school.



- For school camps, at least two staff members will be designated to be in charge of first aid. This role includes:
 - Reading student medical and permission notes and keeping a list of all students who have medical conditions and communicating this to staff/parents attending
 - Collecting and collating student medication before the camp leaves school and ensuring parents have filled in the form for administering medication.
 - Administering medication to students while at the camp and keeping a record of this.
 - At the end of camp providing details to the school of any serious first aid incidences and filling in the relevant paperwork for CASES21 or EDUsafe.

Care Arrangements for ill students

- Parents will be advised not to send sick children to school.
- Where a teacher believes that a student is genuinely ill during the school day, they may be sent to the Health Centre with a note.
- The first aid officer will assess the situation including discussing with the child their symptoms and investigate if the child has signs of a fever, redness in the cheeks, paleness, a rash or feeling hot etc.
- If the first aid officer feels the incident is not serious the child may rest in the Health Centre for a short amount of time and be returned to class.
- If the first aid officer feels the child is more seriously ill they will:
 - Call the parents and request that the child be collected from school.
 - Have the parents sign the child out using the school register.
 - Recommend that they see their GP and
 - Inform the school if it is a serious illness.
- In cases where a student has contracted a contagious disease (e.g. chicken pox), the teachers and students will be informed in that class.
- In cases where there is an outbreak of a disease, the school community will be informed, for example, in the school newsletter or on TIQBIZ.

First Aid Procedures

- Where possible, first aid should only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.
- If a student is hurt, injured or in need of first aid in the classroom or in the playground they can first be assessed by the teacher on duty. Minor injuries such as cuts can be treated by the teacher on duty.
- 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.
- All children sent to the Health Centre will be supervised by a staff member at all times.
- When at the Health Centre students will be assessed by the first aid trained staff member and be treated accordingly.
- Any children with injuries involving blood must have the wound covered at all times.
- Any child who presents with vomiting/diarrhoea will be sent home.
- 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.
- The school can also contact NURSE-ON-CALL (on 1300 60 60 24) if advice is needed
- No medication will be given to children without written permission from parents.
- 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.



- It is recommended that all students have personal accident insurance and ambulance cover.

Emergency Situations

- Ultimately 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 (Principal or senior member of staff or first aid officer) before deciding on an appropriate course of action.
- In doing so, the health and safety of the child will be the only determining factor. Ambulance membership, or potential costs to families will not be a point of consideration. Such a decision will always be made with a conservative 'better safe than sorry' attitude.
- Parents (or next of kin for an adult) will always be contacted as soon as possible so that they may be in attendance when the ambulance arrives.
- The Principal (or next most appropriate staff member available) will be responsible for contacting the ambulance service. Contact with DET's Emergency and Security Branch should also be made at some point.
- A safe entry point will be made available for the ambulance, and students will be kept away from any accident scene.
- The school's administrative staff will ensure a CASES21 printout of a student or staff member's details will be available to ambulance officers upon arrival.
- A familiar staff member will always accompany a student to the hospital if the attending ambulance officers approve.
- The Principal will ensure that they are aware of the hospital to which the child is being transported in case they need to inform parents or next of kin, or in case they have to arrange the collection of the accompanying staff member.

Accident and Incidents Register

- 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 DET's Accident/Injury form LE375, and entered onto CASES21.
- Reports will be generated each month so that the Leadership Team can analyse the data looking for any trends.
- 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.

Distribution of Medication

- No medication including headache tablets will be administered to children without written permission of parents or guardians.
- The Principal will decide the most appropriate staff member to administer medications to be given at school.
- If students require to be given medication, parents must fill in a form giving permission for a first aid trained staff member to do this (**See Appendix 1**). This should be consistent with the doctor's/dosage instructions.
- A signed note from a parent stating the name of the medication, dose and the time to be administered will suffice if a parent is unable to attend the school office.
- The school will ensure that any medications are stored appropriately either in the Health Centre, school office or refrigerator as required.
- A register will be kept of students who have been given medication at school.



- Classroom teachers will be informed if a child needs medication during class teaching times.
- Epipens and Anapens will be visibly located in a central position in the Health Centre.
- Consistent with Asthma policy, students with permission, may carry their own personal Ventolin and be taken as needed.
- Parents must fill in the Medical Authority Form for students attending excursions and camps that need medication.
- Parents/carers of students that may require injections are required to meet with the Principal and first aid officer to discuss the matter.

Evaluation

- CASES21 Reports
- EDUSafe Reports
- Annual review of First Aid and Anaphylaxis Checklists
- This policy will be reviewed every three years as part of the school's cyclic review.

Certification

- This policy was endorsed by School Council at the meeting held on 19 May 2015.

Signed.....

Principal

Signed.....

School Council President



Appendix 1

Huntingdale Primary School
Medication Authority Form
for a student who requires medication whilst at school

This form should be completed ideally by the student's medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation's *School Asthma Action Plan* should be completed instead. For those students with anaphylaxis, an ASCIA *Action Plan for Anaphylaxis* should be completed instead. These forms are available at <http://www.education.vic.gov.au/management/governance/spag/health/prevention/supportplanning.htm>
Please only complete those sections in this form which are relevant to the student's health support needs.

Name: _____ Date of Birth: _____

Grade: _____

Please Note:

Wherever possible, medication should be scheduled outside of school hours

e.g. medication required three times a day is generally not required during a school day.

It can be taken before and after school and before bed.

Medication required:				
Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/ topical /injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication



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Medication Storage

Please indicate if there are specific storage instructions for the medication.

Medication delivered to the school

Please ensure that medication delivered to the school:

Is in its original package

The pharmacy label matches the information included in this form.

Self-management of medication

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student's medical/health practitioner.

Please advise if this person's condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

Monitoring effects of Medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate



medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

<u>Authorisation:</u>	
Name of Medical/health practitioner:	
Professional Role:	
Signature:	
Date:	
Contact details:	
Name of Parent/Carer or adult/independent student**:	
Signature:	
Date:	

If additional advice is required, please attach it to this form

**Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians.