



Black Hill Primary School

First Aid Policy and procedures

PURPOSE:

- 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.

AIMS:

- To provide appropriate First Aid for all students, staff and visitors to the school.
- To communicate children's health issues to parents and carers.
- To provide supplies and facilities to cater for the administering of First Aid.
- To maintain a sufficient number of staff members trained in CPR and Level 2 First Aid.
- To establish care arrangements in line with DET policy for both ill and injured students.
- To ensure all staff are trained in the use of an adrenaline pen (Epipen) and defibrillator.

IMPLEMENTATION:

- The First Aid staff will be primarily responsible for First Aid and materials and equipment.
- Where possible a qualified (Level 2) person should be available to oversee the administration of First Aid in the school at all times and on all excursions and camps.
- All students attending camps or excursions will have given the school a signed medical form providing medical details, emergency contact numbers and permission for the school to contact a doctor or ambulance for immediate medical assistance should instances arise. A copy of the form must be left at the office while the original copy stays with the teachers in charge of the students.
- DET Guidelines will be followed at all times.
- The maintenance of accurate records of all First Aid is essential and to be completed by office and trained staff.
- A current confidential "Medical at Risk" and "Asthma Management Plan" will be maintained in the First Aid room and in teacher yard Duty bags.
- At the commencement of each year, requests for updated First Aid information will be sent home including requests for asthma and anaphylaxis management plans.
- All students and staff who suffer from asthma, anaphylaxis allergies or other medical conditions are listed in the Emergency Management Plan each year and displayed in the staffroom, First Aid register and on Compass.

FIRST AID ROOM

- During class time the office staff will take responsibility for the sick bay.
- A "Medical at Risk/Asthma Management Plan" will be kept in the First Aid room and all children with special concerns will be brought to the staff's attention.
- All treatments in the First Aid room will be recorded in the First Aid Register.
- Parents of all children who receive First Aid will receive either a phone call or a completed injury form highlighting the nature of the incident and the treatment given.
- When a child receives a head or back injury, parents will be notified by either phone or note from First Aider. In extreme cases, contact WorkSafe, e.g. broken bones and then recorded on CASES 21.
- Pupils unable to return to class/yard will be supervised by the office staff until they can be collected by a parent or carer.
- All children must see a teacher to get a sick bay-yellow card or an emergency-red card before going to the sick room.
- All other injuries will be sent to the First Aid room with a First Aid card or note from a teacher.
- All staff have the authority to call an ambulance in an emergency or if a child's condition deteriorates.
- Staff will be encouraged to have Flu immunisations and to keep their immunisation schedule up to date.

SICK CHILDREN

- Should a child in class complain of feeling ill, the class teacher must assess this to the best of their ability and telephone the parent to seek advice.
- Children should not be sent to the office for assessment of illness except if the situation seems serious. Sick bay is used where illness/ injury of a serious nature is suffered and in these cases the First Aid officer on duty will assist teachers in contacting the family so that the child may be taken home.
- **All head injuries must be referred to a First Aid officer (at the office) and a telephone call made to inform the family (teachers must speak to the First Aid officer about who will make the call).**
- The office staff must be informed if parents collect a sick student from the classroom.

ACCIDENTS AT SCHOOL

- If a child suffers injury or bodily harm at school the duty of supervising teacher will ascertain the extent of the injury and where necessary consult with First Aid officers, Penny Westlake, Carol Stevens or Julie Fisher.
 - In the case of injury which involves bleeding, persons treating the injury must wear disposable surgical gloves.
- If a child is seriously injured:

Procedures: Render whatever assistance is considered essential for the student's welfare.

- Secure patient – don't leave alone if possible – don't move if possible.
- Contact Ambulance.
- Contact parents if possible.

Less serious cases:

- Children collect a First Aid note from duty teacher and are sent into sick room to a First Aider on duty.
- Pupils injured or unwell during class time must notify the office before entering the sick room.
- All head injuries must be referred to a First Aid officer (at the office) and a telephone call made to inform the family.
- Accidents must be recorded on Compass Chronicle – First Aid.
- On yard duty staff must carry the "yard duty bag" for minor injuries. The bag contains Band-Aids, tissues, plastic gloves and a Ventolin spray to handle minor injuries. There is a yellow card in the bag to send with children going to the First Aid room. A red "emergency" card is sent to the office for more serious injuries (deemed to require an ambulance).
- The oval yard duty bag also contains a mobile phone with the code attached and a generic EpiPen in case of emergency.

MEDICATIONS

- Oral medication may only be given when it is supplied by the child's parents with clear written instructions, or where parental consent has been attained by telephone.
- Medication from home must be handed to the office staff for safe storage.
- Students must go to the office to collect and have their medicine administered. A record of the time given, dose given and name of medication is recorded in the Medicine Register kept at the office.
- Pupils may retain asthma sprays if the class teacher is notified.

SAFETY PROCEDURES

- (Duty of Care – School Operations Manual 4.11)
- The school will have an appropriately stocked First Aid Room and kits with accompanying advice on the need for care in handling blood (see School Operations Manual 4.1.3).
- Hygiene and safety practices in the First Aid room will protect students, teachers and members of our school community from infection.
- Office staff and trained First Aid staff will have basic First Aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Any student/adult with injuries involving blood must have the wound covered at all times.

Evaluation:

This policy is to be reviewed as part of the school's three-year review cycle or as required due to changes in the Acts and Laws.

This policy was last ratified by School Council in: 2009

Reviewed in September 2019.

Next review: September 2022

Resources:

Anaphylaxis Policy

For management of Diabetes and Epilepsy refer to DET guidelines

References: <http://www.eduweb.vic.gov.au/referenceguide/pdf/7-26.pdf>

<http://www.eduweb.vic.gov.au/hrweb/ohs/pdfs/FirstAid.pdf>