

First Aid for Students

BRUNSWICK EAST PRIMARY SCHOOL

Rationale

All children have the right to feel safe and well, and to know that they will be attended to with due care when in need of first aid. Teachers and Principals must observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

Aims

To ensure the School meets the specific first aid needs of students at school and on approved school activities by providing:

- a safe environment to minimise injuries to students
- first aid and appropriate treatment for children in a competent and timely manner
- proper care, including pastoral care of injured students
- a sufficient number of staff members trained with a level 2 first aid certificate
- appropriate equipment and resources for first aid purposes

To protect the health and safety of all students by managing:

- blood spills and bleeding students
- syringe disposal/injuries.

Definition

First aid involves emergency treatment and support to preserve life through:

- clearing and maintaining open airways
- restoring breathing or circulation
- monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- protecting a person, particularly if they are unconscious
- preventing a condition worsening
- promoting recovery

Note: The goal of first aid is not to diagnose or treat the condition

Implementation

First Aid Resources and Equipment

The School will provide resources and equipment to support first aid:

- a first aid room
- first aid kits with an appropriate supply of basic first aid materials
- asthma kits
- an adrenaline auto-injector kit for general use
- major first aid kits
- portable first aid kits

For all off-site activities, including excursions and camps:

First Aid kits containing approved items including Ventolin and an adrenaline auto-injector for general use will be taken on all excursions, camps and sporting events off-site.

The teacher in charge will ensure that students' medications are taken on the excursion/camp, including collecting from the staff room prior to departure, carrying the medication during the activity and returning it to the staff room upon returning to school.

A member of staff will be delegated to be responsible for:

- purchase and maintenance of first aid supplies
- checking and restocking yard duty first aid contents
- ice packs and their covers
- portable first aid kits
- general upkeep of the first aid room

Staff are responsible for reporting any low or out of date stock to the First Aid Coordinator to assist this process.

Administration of Medications

No medication, including headache tablets or alternative medicines, will be administered to students without the express written permission of parents or guardians. The Medication Policy, which includes a medication administration form, is available on the school website and from the Office.

Training

All staff will be provided with professional development on basic First Aid management skills on an annual basis, where possible.

An appropriate number of staff (including at least 1 administration staff member) will be trained to Level 2 First Aid certificate on an annual basis.

All school camps will have at least one Level 2 First Aid trained staff member in attendance.

For the safety of staff and students and to minimise cross-contamination, all staff will be provided with knowledge of basic biohazard management skills (for vomit and blood spills), including knowledge of where Bio-Waste Absorbent Powder and protective disposable gloves are stored and available for use in First aid room.

First Aid Incident Management

Staff will:

- assess and attend to injuries to students in a timely manner
- contact the parents/carers so that professional treatment may be organised for any serious injuries or illnesses
- report any injuries to a child's head to the parent/carer
- ensure any bleeding wounds are covered promptly
- document first aid treatment given to a student, indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid
- supervise the first aid room as part of their yard duty requirements
- ensure children are not in First Aid room unless receiving treatment

All injuries that occur during class time will be referred to the administration staff who will manage the incident. All injuries that occur during recess or lunch breaks will be referred to the teacher on yard duty for initial assessment. A child with a minor injury will be treated by staff members on yard duty / first aid duty. A child with a more serious injury will be referred to first aid room for treatment by First Aid teacher.

A level 2 first aid trained staff member will provide first aid for more serious injuries, including those requiring the parent/carer to be notified or where it is suspected that treatment by a doctor is required.

In the event of a serious injury, fatalities, or an incident that exposes a person to immediate risk to their health or safety:

The principal will:

- report to DET Security Management Unit immediately on (03) 9589 6266 and the Regional Director on (03) 9488 9488
- ensure the School Council President is informed of serious injuries suffered by students

Staff member in attendance will:

- complete and sign the DET CASES Incident Notification Form

Office staff will:

- enter details from the DET CASES Incident Notification Form onto CASES

Parent Responsibilities

Parents have a responsibility to:

- keep ill children home from school
- notify the school about any medical condition applicable to their child that staff may be required to deal with
- notify the School if their child has an infectious disease that is listed on the School Exclusion table: <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>
- provide any required documentation about their child's health and medical condition, when this information is requested by the School

Documentation

- Procedures for attending serious injuries/illnesses are to be clearly documented in the Staff Handbook.
- Copies of Asthma and Anaphylaxis Management Plans and associated medications are provided by parents/carers and are kept in the staffroom. A laminated Anaphylaxis photo identification sheet is displayed in the First Aid room and in the Learning Communities of these students. Unless a specific Asthma Management Plan has been provided for the child, their Asthma will be managed according to the Victorian Schools Asthma Policy for Asthma First Aid (See Asthma Policy).
- An up-to-date register, located in the first aid room, will be kept of all first aid provided.
- The location of all injuries must be recorded by the staff member in attendance, to enable potentially unsafe equipment or areas within the school to be identified. Any

potentially dangerous areas or equipment are to be recorded in the hazard register whether or not an injury has occurred. Serious accidents or injuries are to be investigated by the Principal or her delegate. This may result in modifications to a work or play area.

- At the commencement of each year, the School will request that parents/carers provide updated first aid information including Asthma, Diabetes and Anaphylaxis management plans, high priority medical forms.
- At the commencement of each year, the School will send reminders to parents of the Policies and Practices used by the school to manage First Aid, illnesses and medications.
- Read this policy in conjunction with the school's Anaphylaxis, Medication, OH&S and Asthma Policies.

References and Resources

DET First Aid Policy Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

Evaluation

This policy will be reviewed as part of the school's three-year review cycle, or after any significant incident.

Updated by	Jill and Education Committee		Draft 1 Version
Principal signature		Approved by School Council on	25 October 2016
School Council President signature		Scheduled review date	October 2019