

CHALCOT LODGE PRIMARY SCHOOL

POLICY: FIRST AID

INITIAL COPY
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RATIFIED
10/09/20

PURPOSE

To provide effective initial treatment in the event of illness or injury to students, staff or visitors and to help maintain treatment of known medical conditions during school hours and at after hours school activities.

GUIDELINES

- First Aid is defined as emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work/ school;
- Prevention is the primary approach toward health and safety;
- Adequate training and resources are to be provided to effectively deliver first aid in the event of sudden illness or injury to students, employees or visitors;
- The First Aid Room will be maintained according to the DET First Aid & Infection Control Procedures (<http://www.education.vic.gov.au#2>)
- In line with DET requirements, a school of this size (201-350) should aim to provide a maximum of three current Level 2 First Aid Officers, with a minimum of one being provided;
- All staff have the responsibility of duty of care;
- Staff must work within the limits of their recognised First Aid training; and
- A comprehensive Health Education Program should empower students by providing a range of information and skills so that they may act in a considered way in regard to their own and others' health and safety.

IMPLEMENTATION

- A First Aid level 2 staff member will be designated as the First Aid Coordinator;
- The First Aid Coordinator will be responsible for stock taking of equipment, purchasing of all first aid resources and checking all expire dates on first aid products;
- The First Aid Coordinator will equip the teachers first aid yard duty bags at the beginning of term 1, but during the year, each teacher will be responsible for the replenishment of the contents of their own first aid bags;
- The First Aid Coordinator will be responsible for ensuring that the contents of all first aid kits are maintained and that these are stored in the First Aid room;
- Major first aid kit(s), will be stored in the First Aid room and this, with other kits, will be maintained for use on excursions, camps etc;
- The First Aid Coordinator will be responsible for washing of bed linen;
- The Assistant Principal will be responsible for drawing up a First Aid duty roster, which will involve a staff member being on First Aid duty during morning and lunch recess times;
- The Principal, AP and an office staff will be on call for first aid room duty before and after school and during class time;
- Staff on first aid duty will be responsible for assisting students in the first aid room within the limits of their first aid training, contacting parents / emergency contacts as necessary, leaving the first aid room tidy and returning red tags to pigeon holes;

- Medical Information Forms and Asthma Plan forms will be updated by parents at the beginning of each year and these will be stored in the Medical Register folders which are kept in the First Aid room and which are cross referenced according to alphabetical surname and medical conditions;
- All management plans will be updated annually, or sooner if required, through consultation between parents and the Student Wellbeing Coordinator;
- Staff on first aid duty may need to seek assistance from other staff members who are first aid trained and must notify the Principal or AP or delegate and Occupational Health & Safety Representatives as necessary of any incident or matters of concern;
- The first aid resource posters will be clearly displayed and updated regularly;
- A record of people treated for illness or injury will be kept in the First Aid Room in the 'Injury & Illness Report Folder';
- Details of injuries involving the head or accidents serious enough to require contact with parent or emergency contact will be entered on CASES 21;
- Teachers on outside duty will wear a brightly coloured top supplied by the school and will carry at all times a mobile phone (either the school's or their own), first aid bag, which must contain a pair of plastic gloves, cotton wool, adhesive dressings, a disposable resuscitation mask (for staff currently trained in CPR), spacer, ventolin (or equivalent), jelly beans, saline and red First Aide cards;
- The teacher on outside duty will provide first aid assistance to students in the case of minor injuries or illnesses, with students being given the resources they need to attend to their own grazes;
- All staff must wear protective gloves when dealing with blood and body fluids and staff must not allow themselves to come into direct contact with blood at any time;
- Except in an emergency, the teacher on outside duty will issue a red card to a student who requires further treatment in the First Aid Room;
- The teacher on duty may choose to send another child to accompany the injured / sick child;
- In case of an emergency, the yard duty teacher must stay with the injured person and contact the office via mobile phone or by sending monitors to call for the medication;
- In the case of severe injuries or life threatening situations, the administration will be notified immediately, an ambulance will be called, parents and Emergency Management will be contacted;
- Students who have fallen from any height must not be moved to avoid further injury;
- Staff will be provided with training about the management of Asthma, Anaphylaxis, Diabetes and other ailments as necessary;
- The Student Wellbeing Coordinator will be responsible to liaise with parents of students with Anaphylaxis, Severe Allergies or Diabetes to develop appropriate Management Plans and emergency procedures, which will be distributed to staff and stored in the First Aid room;
- Parents of students with Asthma will be asked by the office staff to provide an Asthma Action Plan, provided by their Doctor, which will be stored with the students medical information forms, in First Aid room;
- All staff will be made aware of the first aid procedures and location of resources;
- Adequate hygiene and safety practices will be used at all times;
- Casual Replacement Teachers will be notified by the AP or delegate if there is a student with a high risk medical condition in their class;
- Information and procedures about students with high risk medical conditions will be placed in teachers' rolls;
- During class time, students who cannot be treated adequately in the classroom, will be sent to the administrative staff who will ensure that appropriate action is taken;
- Before sending a sick or injured student to the office for first aid treatment, the class teacher will notify the administrative staff via the intercom or written note;
- Administrative staff will provide feedback to the class teacher as soon as practicable;
- The First Aid Duty staff member on the last half of duty will advise administrative staff of any students who are still in the First Aid Room. This information will be passed on to the class teacher by the office staff;
- Students who need to go home must be signed out using the IPad in the front office, by an authorised person, according to the student information records;
- Parents will be advised for all head and serious injuries and cases of nose bleed;

- Parents / guardians must: keep the school informed of current medical contact details concerning students; keep the Principal informed of current medical conditions and/or treatments and appropriate history of students; and inform the Principal in writing of any prescribed medication that the student needs to take in school hours;
- All medications to be taken by students on the school premises must be administered either by the parents, guardians or adult nominated in writing by them, or by the students to themselves, under supervision of a staff member; staff members must not administer medications;
- Except under special circumstances, all medications will be taken by the student, under staff supervision, in the First Aid Room.
- All medication must be accompanied with the Medication Authority Form, from parents including the student's name, class, name of the medication, dosage, time to be taken and date;
- When delivering medication to the school, all medication must be in its original packaging and the pharmacy label matches the information included on the Medication Authority Form;
- Where a parental note does not accompany the medication, the medication will not be taken by the student until contact with the parents has been made by staff;
- All medication notes must be signed by Principal/Assistant Principal;
- Parental notes regarding medication must be kept in the Medications Book in the First Aid Room;
- All medications requiring refrigeration will be kept in the First Aid room refrigerator;
- All medications not requiring refrigeration will be kept in the locked cupboard in the First Aid Room with the exception of Ventolin, which may be kept in students' school bags and classroom Asthma baskets;
- Student name, time taken, medication name and dosage details will be recorded in the Medication Record Folder, which is located in the locked cupboard in the First Aid Room;
- All staff will follow the procedures as outlined in the Emergency Asthma Action Plan which is displayed on the wall of the First Aid room and in various other locations around the school;
- At the beginning of the year, class teachers will be provided with information of students with medical conditions;
- A First Aid kit, individual medication and mobile phone are to be taken by the supervising teacher on external school activities;
- A specific staff member will be nominated to take charge of medications for camps;
- If a child is injured in the abdomen or groin area, a minimum of two adults must be present if an examination is deemed necessary. Where possible the adults should be the same sex as the child being examined;
- All students will be provided with an awareness of safety issues and first aid skills within the context of a comprehensive health education;
- Staff will be asked to volunteer information in relation to any chronic or risk medical conditions that they may have in order to facilitate appropriate practices for their care and wellbeing whilst performing their duties; and
- Preventative measures will be encouraged which will include the development of procedures to minimise emergency situations and to promote safety awareness.

EVALUATION

The First Aid Policy will be reviewed by the First Aid Coordinator and Occupational Health and Safety Representatives in consultation with the Education Policy committee, every three years or sooner if required.